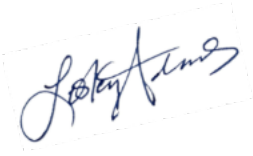


1 

2 

ARTICLE 90.3B--WORK SCHEDULES (OPRD)

3 **Section 1.**

4 (a) The employee's work schedule will be assigned by the Agency and be developed
5 by the employee's immediate excluded supervisor and posted monthly, seven (7)
6 calendar days prior to the effective date of the schedule. No work schedule will be
7 arbitrarily changed. The work schedule will consist of five (5) consecutive eight (8)
8 hour days.

9 The Agency may assign irregular shifts or flexible shifts to meet operating
10 requirements. Except for meeting operating needs (i.e., overtime, staffing,
11 emergencies, shift changes) Agency shifts shall include a minimum of twelve (12)
12 hours between shifts.

13 (b) The workweek shall be the same as a calendar week starting at 12:01 a.m. on
14 Monday and ending at 12:00 midnight the following Sunday.

15 (c) Except when the employee works overtime or mutually agrees, employees shall
16 receive sixty (60) consecutive hours off within a seven (7) day period.

17 The preceding shall not apply up to six (6) times a year when there is a seasonal
18 shift change for crews.

19 (d) During any calendar week involving a holiday, employees whose work schedule is
20 four/ten (4/10) hour days and who have the holiday off shall receive eight (8) hours
21 holiday pay and will use either two (2) hours accrued vacation, personal leave,

compensatory time, or leave without pay. If the holiday falls on the employee's scheduled day off, the workday nearest the holiday shall be taken off.

(e) The Agency shall schedule employees in such a manner that split time off is used only when:

(1) Mutually agreed with the employee; or

(2) It is necessary to use such scheduling to change shifts on an operation currently functioning on a twenty-four (24) hours a day, seven (7) days a week basis.

(f) Employees may mutually agree to exchange days, shifts, and hours of work with the approval of their supervisor provided such change does not result in the payment of overtime or penalty pay, or is a disruption of the normal routine of duties. Such request shall not be considered as a schedule change or denied without a valid business reason.

(g) All lunch periods shall be taken as nearly as possible to the middle of the shift, and shall normally be taken during the fifth (5th) hour of the shift. Employees who may not leave their work stations and are required to continue working shall have such time counted as hours worked.

(h) The Agency will grant rest periods whenever possible on a twice a day basis scheduled at the supervisor's discretion.

Rest periods shall not be more than fifteen (15) minutes duration for every four (4) hours of work, and shall be taken as work will allow in the middle part of the work period. If the Agency requires a scheduled ten (10) hour day, then a rest period of twenty (20) minutes shall be taken in the middle of the five (5) hour period.

The Agency will attempt to relieve an employee during the rest period so that they may take rest periods away from their duty assignment; however, Field Crews will not be allowed to leave their worksite to travel to coffee shops, etc. When the supervisor determines the rest period cannot be taken due to a valid business reason, the employee shall be allowed compensatory time at the rate of time and one-half (1 ½) to be taken at the end of the day or on another day at the supervisor's discretion.

- (i) Shift assignments may consider seniority, subject to the requirements of the Agency to have qualified employees on all shifts. Should it be necessary to assign a more senior employee to a shift which they do not prefer, such assignment shall last for one (1) season and the vacancy on that shift shall then be rotated among all other senior employees to assure equitable distribution of the undesirable shift among all senior employees, provided there are other senior employees on the crew. Seniority, for purposes of this Section, shall be calculated by adding total time worked in the Agency in a position represented by SEIU Local 503, OPEU and total time worked in the employee's present classification.

REV: 2013, 2021, 2023