



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy: Hours of Work Policy
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Prepared By: HR Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

POLICY: HOURS OF WORK POLICY

This policy establishes the official work week hours at the City of El Paso (the "City"). Because of the differing nature of City business, departmental guidelines determine the scheduling of employees and should be communicated to employees as part of their orientation.

I. PROCESS

The official work week for payroll purposes begins at midnight on Sunday and ends at 11:59 p.m. on Saturday. Each department determines the work schedule and work hours for employees as necessary for its operation. The full-time schedule for employees is 40 hours a week. However, work schedules may vary among departments including part-time, required overtime, and flexible and seasonal schedules, to accommodate the operational needs of the department. Employees are expected to work their regular schedule based on standard hours or the full-time equivalent (FTE) for each work week or supplement non-worked time with the use of accrued time off banks. Hourly employees must accurately record all worked time using the record keeping system in place for the employee's department. The time record must accurately reflect any unpaid breaks (i.e., meals or breaks for other authorized purposes) taken during the workday. Adjustments to the assigned schedule cannot be made without prior approval of the supervisor.

II. PROCEDURE

- A) All full-time, salaried employees shall be on a forty-hour work week, except for uniformed firefighter personnel who are subject to Paragraph (D) below.

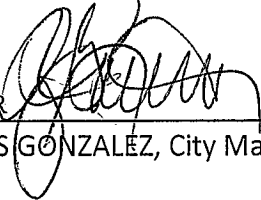
- B) In order to meet operational needs, the Department Head may adjust the hours of any individual employee or group of employees to provide for different schedules of hours or for overtime services outside of regular working hours. Such adjustments shall not result in allowing less than the hours per week prescribed for full-time employment without a corresponding pro-rate decrease in salary.

- C) Employees are required to comply with all time and attendance reporting procedures, including clocking in and out, as established by the City Manager or his designee, and as required by their Department Heads in accordance with operational necessity or feasibility. Department Heads may require precise start and stop times to meet operational necessity.

- D. Wage and hour equalization may be used for purposes of overtime compensation within a pay period, as provided for by the Fair Labor Standards Act, as amended.

- E) Pursuant to and in compliance with Section 7 (K) of the Fair Labor Standards Act, as amended, all City uniformed firefighter personnel shall be on a work period of at least seven (7), but not more than 28 consecutive days.

APPROVED BY:

FOR 

TOMAS GONZALEZ, City Manager

DATE: 