




City of Olympia Administrative Guidelines

GUIDELINE #10		
Work Schedules		
EFFECTIVE DATE: May 1, 1990		PREPARED BY: Human Resources Department
REVISED: SUPERSEDED:	January 2008 Personnel Rules Resolution No.: M-1053 Amended by: M-1103	APPROVED BY:  Steven R. Hall City Manager

SECTION INDEX: 10 Work Schedules

- 10.1. [Purpose](#)
- 10.2. [Reference](#)
- 10.3. [Application](#)
- 10.4. [Policy](#)
- 10.5. [Guidelines](#)
 - 10.5.1. [Hours of Operation](#)
 - 10.5.2. [Work Week](#)
 - 10.5.3. [Regular Work Period](#)
 - 10.5.4. [Alternative Work Periods](#)
 - 10.5.5. [24 Hour Day](#)
 - 10.5.6. [Work Schedules](#)
 - 10.5.7. [Meal Periods](#)
 - 10.5.8. [Breaks](#)
- [Sample copy of Personnel Action Form \(PAF\)](#)
- [Alternative Work Schedule Work Sheet](#)

Added/Changed Info
Jan 2008

Added/Changed Info
Jan 2008

Added/Changed Info
Jan 2008

Administrative Guideline #10 – Work Schedule

10 Work Schedule

10.1. PURPOSE: To establish guidelines for setting employee work schedules.

10.2. REFERENCE: Fair Labors Standards Act, 1985 Amendments to the Fair Labor Standards Act (29 U.S.C.), Dept. of Labor Regulations (29 C.F.R.), City of Olympia Administrative Guideline 12 - Overtime

10.3. APPLICATION: This Administrative Guideline applies to all individuals employed by the City of Olympia unless work schedules are established otherwise by contract or statute (e.g., Civil Service Rules, Union Contract, Individual Employment Contract or Memorandum of Understanding.) Department directors have the authority to establish different hours of operation, work periods, work week hours and flex time arrangements as necessary for effective operation. Human Resources will review work schedule changes to ensure all State and Federal wage and hour standards are met.

10.4. POLICY: It is the policy of the City to establish reasonable work schedules for employees which provide for the convenience of and maximum services levels to Olympia residents.

10.5. GUIDELINES:

10.5.1. HOURS OF OPERATION: City offices and departments will generally be open for business from 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays.

10.5.2. WORK WEEK: The regular work week for City employees consists of forty (40) hours unless otherwise established by the department.

10.5.3. REGULAR WORK PERIOD: For all employees, other than fire protection and law enforcement employees, the regular work period for the purpose of overtime calculation will start at 12:01 a.m., (0001), Monday, and end at 12:00 midnight (2400), Sunday. Regular work periods include five work days per week, Monday through Friday, eight hours worked per day or four work days per week, 10 hours worked per day.

The regular work period for fire protection employees will not exceed a maximum of 212 hours in a 28 day period in accordance with the Fair Labor Standards Act's 207K Exemption. The Fire Chief will be responsible for establishing and publishing the work period within these guidelines.

The regular work period for law enforcement employees will not exceed a maximum of 171 hours in a 28 day period in accordance with the Fair Labor Standards Act's 207K Exemption. The Police Chief will be responsible for establishing and publishing the work period within these guidelines.

[back to Index](#)

Administrative Guideline #10 – Work Schedule

10.5.4. ALTERNATIVE WORK PERIODS: An alternative work period is defined as a fixed period of 168 hours in seven consecutive 24-hour periods, during which regular work hours of 40 or less are worked by employees. The City recognizes that an alternative to the regular work period may be advantageous to both the City and employees and allows alternative work periods as provided below:

- a. Alternative work periods must comply with requirements of the Fair Labor Standards Act and any other City policies or labor contract provisions.
- b. Alternative work periods are approved at the discretion of the Department Director provided the City's philosophy of quality service to internal customers and efficiency of operations is maintained. Use of alternative work periods must assure service and operations during normal hours of operation and shall not result in a negative cost impact to the City.
- c. Alternative work periods shall not exceed 40 regular hours worked in any workweek of seven consecutive 24-hour periods (168 hours). The alternative work period may begin and end on any calendar day and at any time during the day, and may be established for each employee.
- d. Approved alternative work periods, and any subsequent adjustments, will be documented and signed by the employee and supervisor and approved by the department director. The documentation required to be forwarded to Human Resources is the Personnel Action Form (PAF), this can be found on the City Internet. Human Resources will determine if the request is in compliance with rules and regulations. Copies of the approved work schedule will be placed in the employee's file.
- e. An alternative work period shall be considered a regularly assigned work period and not subject to frequent adjustment. Returning to a regular work period or adjustments determined necessary may be approved by the department director.
- f. Employees assigned to an alternative work period will be charged vacation leave and sick leave at the rate of total hours scheduled to work in the alternative work day, not to exceed 40 hours per work week.
- g. Employees assigned to an alternative work period will be paid for holidays at the rate of hours scheduled to work in the alternative work day.
- h. Paid holidays falling on an employee's regularly scheduled day off will be taken on the last preceding or next following workday, as determined by the supervisor.
- i. Departments are individually responsible to accurately maintain appropriate records, document alternative work schedules, and assure no unpaid overtime liability occurs as a result of alternative work schedules. Work hours over 40 in any alternative work period will be paid at the regular overtime rate of one and one-half times the regular hourly rate.
- j. Human Resources is responsible to review all approved alternative work periods and may require revisions to ensure compliance with Federal and State wage and hour laws. Human Resources will provide necessary record-keeping documents to Departments.

Added/Changed Info
Jan 2008

10.5.5. 24 HOUR DAY: A 24-hour day, for the purpose of overtime calculation will start at 12:01 a.m. (0001) and end at 12:00 midnight (2400).

10.5.6. WORK SCHEDULES: Work schedules will be established by department directors.
[back to Index](#)

Administrative Guideline #10 – Work Schedule

10.5.7. MEAL PERIODS: An unpaid meal period of at least 30 minutes and not more than 60 minutes is allowed for employees who are scheduled to work more than five hours per day. Scheduling of meal periods is at the discretion of the supervisor.

10.5.8. BREAKS: Employees are allowed to take one paid 15-minute break from work for each four hours worked. Scheduling of breaks is at the discretion of the supervisor.

[back to Index](#)

Administrative Guideline #10 – Work Schedule

Sample Copy of Personnel Action Form (Refer to Intranet for working version)

Personnel Action Form																																															
Last Name:	First Name:	Effective Date:	Date Prepared:																																												
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																												
Action	<input type="radio"/> Hire: <input type="radio"/> Rehire: #0, 2, 4, 6, 8, 10, 13, 15, 16, 17 <small>(Please attach offer letter and original employment application)</small>																																														
	<input type="radio"/> Leave: # 4, 17 <small>(FMLA, Military orders, LWOP, etc, Attach letter)</small>																																														
	<input type="radio"/> Interim Assignment: # 1, 3, 4, 7, 8, 9, 11, 14, 15, 17 <small>(Attach letter)</small>																																														
	<input type="radio"/> FTE % Change: #0, 1, 4, 7, 12, 13, 17 <small>(Attach letter)</small>																																														
	<input type="radio"/> Termination: #1, 4, 9, 12, 13, 14, 17 <small>(Please attach resignation letter)</small>																																														
	<input type="radio"/> Transfer: #0, 1, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 16 <small>(Attach letter)</small>																																														
	<input type="radio"/> Promotion/Demotion: #0, 1, 2, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 16, 17 <small>(Attach letter)</small>																																														
	<input type="radio"/> Other - Call Payroll: <input type="text"/>																																														
<input type="radio"/> Alternative Work Schedule <table style="width:100%; border: none;"> <tr> <td style="border: none;">Work Day Start Time</td> <td style="border: none;">Week 1</td> <td style="border: none;">S</td> <td style="border: none;">M</td> <td style="border: none;">T</td> <td style="border: none;">W</td> <td style="border: none;">Th</td> <td style="border: none;">F</td> <td style="border: none;">S</td> <td style="border: none;">Start Day</td> <td style="border: none;">Time</td> </tr> <tr> <td style="border: none;"><input type="text"/></td> <td style="border: none;"><input type="text"/></td> <td style="border: none;"><input type="text"/></td> <td style="border: none;"><input type="text"/></td> <td style="border: none;"><input type="text"/></td> <td style="border: none;"><input type="text"/></td> <td style="border: none;"><input type="text"/></td> <td style="border: none;"><input type="text"/></td> <td style="border: none;"><input type="text"/></td> <td style="border: none;"><input type="text"/></td> <td style="border: none;"><input type="text"/></td> </tr> <tr> <td style="border: none;">Supv. Signature</td> <td style="border: none;">Week 2</td> <td style="border: none;"><input type="text"/></td> <td style="border: none;"><input type="text"/></td> <td style="border: none;"><input type="text"/></td> <td style="border: none;"><input type="text"/></td> <td style="border: none;"><input type="text"/></td> <td style="border: none;"><input type="text"/></td> <td style="border: none;"><input type="text"/></td> <td style="border: none;">End Day</td> <td style="border: none;">Time</td> </tr> <tr> <td style="border: none;"><input type="text"/></td> <td style="border: none;"><input type="text"/></td> <td style="border: none;"><input type="text"/></td> <td style="border: none;"><input type="text"/></td> <td style="border: none;"><input type="text"/></td> <td style="border: none;"><input type="text"/></td> <td style="border: none;"><input type="text"/></td> <td style="border: none;"><input type="text"/></td> <td style="border: none;"><input type="text"/></td> <td style="border: none;"><input type="text"/></td> <td style="border: none;"><input type="text"/></td> </tr> </table>				Work Day Start Time	Week 1	S	M	T	W	Th	F	S	Start Day	Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Supv. Signature	Week 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	End Day	Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Work Day Start Time	Week 1	S	M	T	W	Th	F	S	Start Day	Time																																					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																					
Supv. Signature	Week 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	End Day	Time																																					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																					
0. Is this a union position? <input type="radio"/> Yes <input type="radio"/> No If yes, please select: <input type="text"/>																																															
Classification Information																																															
1. Current Classification Title		2. New Classification Title																																													
<input type="text"/>		<input type="text"/>																																													
3. Interim Assignment Classification Title																																															
<input type="text"/>																																															
Position Info/Expense																																															
4. Department <small>(From Initiating Department)</small>		5. Current Position Number																																													
<input type="text"/>		<input type="text"/>																																													
6. New Position Number		7. Current Budgeted Labor Exp. Acct. # (14 Digits)																																													
<input type="text"/>		<input type="text"/>																																													
8. New Budgeted Labor Exp. Acct. # (14 Digits)		<input type="text"/>																																													
<input type="text"/>		<input type="text"/>																																													
Pay Grade																																															
9. Current Pay Grade / Step		10. New Pay Grade / Step																																													
<input type="text"/>		<input type="text"/>																																													
11. Interim Assignment Pay Grade / Step		12. Current Status																																													
<input type="text"/>		<input type="text"/>																																													
13. New Status		<input type="text"/>																																													
<input type="text"/>		<input type="text"/>																																													
Pay Rate																																															
14. Current Pay Rate		15. New Pay Rate																																													
Hourly <small>(4 decimal - 5,0000)</small>		Hourly <small>(4 decimal - 5,0000)</small>																																													
<input type="text"/>		<input type="text"/>																																													
Semi-Monthly		Semi-Monthly																																													
<input type="text"/>		<input type="text"/>																																													
In-training Hrly <small>(4 decimal - 5,0000)</small>		In-training Hrly <small>(4 decimal - 5,0000)</small>																																													
<input type="text"/>		<input type="text"/>																																													
In-training		In-training																																													
<input type="text"/>		<input type="text"/>																																													
Semi-monthly		Semi-monthly																																													
<input type="text"/>		<input type="text"/>																																													
16. Special Pay		Comments / Reasons for change																																													
<input type="text"/>																																															
17. Comments (NO MEDICAL INFORMATION)																																															
<input type="text"/>																																															
<input type="text"/>																																															
<input type="text"/>																																															
Employees Signature (If needed)		Human Resources/Payroll Use Only <small>10/14/14 Personnel/Pers/PAP's Rev 11/07</small>																																													
<input type="text"/>																																															
Date																																															
<input type="text"/>																																															
Department Director's Signature																																															
<input type="text"/>																																															
Date																																															
<input type="text"/>																																															
Human Resources Director's Signature																																															
<input type="text"/>																																															
Date																																															
<input type="text"/>																																															
City Manager's Signature (When Required)																																															
<input type="text"/>																																															
Date																																															
<input type="text"/>																																															

