

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.04.13 HOURS OF WORK



Adopted:	12/20/16
Reviewed:	12/15/23
Revised:	12/15/23
Approved:	Lonnie J. Rash

Purpose: To establish work hour parameters for all member classifications within Spokane County Fire District 8.

References: N/A

Procedure:

1. Business Hours – Normal business hours are 8:00 a.m. to 4:00 p.m., Monday through Thursday, except on holidays as listed in Procedure 10.06.02.
 - a) Member’s hours of work may or may not be the same as the District’s normal business hours, depending on their position and the business needs of the District, and may be modified by his/her Supervisor of Record.
2. Lunch Periods and Breaks – Non-union members are entitled to a half-hour lunch period approximately mid-way through the workday, and may take a paid fifteen minute break every four hours, unless his/her job allows the member to take equivalent intermittent rest periods.
 - a) Shift members will be offered reasonable opportunities for meals and breaks.
 - b) Employees may sign a meal period waiver if approved by their supervisor.
3. Flextime – Although most members work normal business hours, a member’s Supervisor of Record may authorize him/her to work on a flexible time schedule to accommodate personal needs.
 - a) Any request for a modified schedule should be made to the member’s supervisor and approved by the Fire Chief or designee.
 - b) Because all schedules are job driven and flextime is not a standard practice, the District may not be able to provide members with the schedule they request.
4. Compensatory Time - Compensatory time off may be accrued in lieu of overtime pay if approved by a supervisor.
 - a) Compensatory time off is calculated by multiplying 1.5 times the number of overtime hours worked and may be accrued up to a maximum of 36 hours.
 - b) Any compensatory time remaining at year end will be paid to the employee in their December 31st pay and cannot be carried forward to the following year.

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5. Training Compensatory Time - Mandatory training that occurs outside of an employee's regularly scheduled work hours will be compensated at 1.5 their regular rate of pay or accrued as compensatory time.
 - a) Pre-approved, non-mandatory training will be paid at straight time (1.0).

6. Inclement Weather – The District is an emergency services provider and must be available to provide services at all times and in all conditions. Members are expected to report to work when scheduled.
 - a) If a member is not able to report to work as scheduled because of bad weather, they should advise their supervisor as soon as possible.
 - b) Non-exempt members who do not report to work will not be compensated for time missed, but may use accrued annual leave or compensatory time to compensate for time lost.