



## WORK HOURS

### Policy Number CM-1

Revised Date: 08/2023

Effective Date: 10/01/2023

*Review Date: 06/2026*

**Purpose**

The purpose of this policy is to create uniform work hours for employees across the departments. Firefighters and uniformed officers are exempt from this policy and may establish work hours necessary for operations.

**Operating Hours**

The City operates from 7:30 am to 5:30 pm, Monday through Friday. Department heads/ directors shall ensure services are available to customers during operating hours unless otherwise approved by the City Manager.

The City of Angleton Recreation Center and the Recreation Division Staff may have varying hours based on established operating hours, and programming.

**Work Hours**

The city offers two (2) different work shifts to full-time employees who are not exempt from this policy. It is the responsibility of the department head/ director to select and approve the best work shift for their employees.

**5-8's Work Shift**

A 5-8 work shift requires employees to work Monday through Friday, 8:00 am to 5:00 pm with a 1-hour meal break, and two (2) fifteen-minute breaks during the day. Breaks may not be combined to create a shorter workday.

**9-80's Work Shift**

A 9-80 work shift requires employees to work the hours as outlined in the chart below with a 1-hour meal break, and two (2) fifteen-minute breaks during the day. Breaks may not be combined to create a shorter workday.

	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours Worked
Week 1	7:30am-5:30pm	7:30am-5:30pm	7:30am-5:30pm	7:30am-5:30pm	7:30am-5:30pm	45 (All hours after 12:00 noon roll to Week 2.)
Week 2	7:30am-5:30pm	7:30am-5:30pm	7:30am-5:30pm	7:30am-4:30pm	Day Off	35 (Rolled hours are added to make 40)

### **Flex Time**

The city does not allow flex time, however, non-exempt employees who attend training on their "Day Off", will be allowed to take another day off during the same week as their worked day off; exempt workers may take another day off during the same pay period as their worked day off.

### **Public Works and Parks and Recreation Workers**

The department head/director of the Public Works and Parks departments may alter work hours for field workers based on the season and weather conditions with prior notification to the City Manager.

The Recreation Center and the Recreation Division Staff may alter work hours based on established operating hours, programming, and events.

### **Time Off**

Official work time spent at board and commission meetings after normal city operating hours is part of the exempt employees' workday except as outlined in the *Flex Time for Council Meetings Policy HR47*.

For all other city-sponsored events, non-exempt employees will earn Compensatory Time or overtime in compliance with the FLSA based on budget constraints. Exempt employees will be afforded ½ the time equal to the after-hours worked which must be used within the same payroll period, or if not possible, the following work week.

### **Policies**

Overtime/Compensatory Time HR-04

Flex Time for Council Meetings HR47