

XIV. COMPENSATION POLICIES

F. HOURS OF WORK

1. Generally, most positions in the City are 40-hour-a-week jobs ~~consistent with City Hall office hours of 8:00 a.m. to 5:00 p.m. Monday through Friday,~~ with one unpaid hour off for lunch. The hours of work of individual positions may ~~vary be outside of these hours,~~ when ~~approved~~ ~~proposed in writing~~ by the Department Director, ~~notification made to Director over Human Resources,~~ and approved by the Mayor, ~~respective supervisor and approved by the division head and Mayor City Administrator.~~
  
2. Core hours when departments must ensure there is proper coverage for City Hall services ~~all employees are expected to be present~~ are ~~7:30 am 8:00 a.m.~~ through ~~5:30 4:00 p.m.~~ Departments may allow for varying schedules outside the normal City Hall hours Monday thru Thursday ~~7:30 8:00 am a.m.~~ through ~~5:30 00 pm~~ hours, as long as services or job responsibilities are not negatively impacted. ~~For example, supervisors may schedule employees to may arrive as early as 7:00 a.m. and then to leave at 4:00 p.m. or to arrive as late as 9:00 a.m. and then to leave as late as 6:00 p.m. with an unpaid hour for lunch in each schedule. Exempt employees are expected to adhere to a standard schedule during core hours, with no more than one unpaid hour off for lunch.~~
  
3. Some ~~divisions~~ departments may permit employees to work “flexible” work schedules, -such as four 10-hour days per week, ~~the 9/80 schedule, a 5/8 schedule,~~ or work earlier or later than the ~~7:30 8:00 am~~ through ~~5:30 00 pm~~ hours. These “flexible” work schedules must be ~~when~~ approved by the Department Director and Mayor and notification (schedule) provided ~~as required~~ -to Human Resources. ~~proposed in writing by the respective supervisor and approved by the division head and City Administrator.~~ All non-law enforcement, non-exempt employees are limited to a maximum 12 hours of work in a single shift and will have a minimum of 10 hours of rest in between shifts. If emergency conditions exist, a single work shift beyond 12 hours may be approved by the Department Director or Mayor. ~~division head or City Administrator.~~

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