



COMMUNICATIONS PERSONNEL
POLICY/PROCEDURE

Policy No. 1210 Date Issued: January 20, 1994
Section: 1210 – Personnel Policies Date Revised: July 15, 2021
SUBJECT: WORK WEEK AND HOURS - DEFINED
APPROVED: [Signature]
Board Chairperson

- 1.0 Every administrative employee, exempt or non-exempt, should establish with their immediate supervisor, as approved by the General Manager, a structured work week. The normal work week for administratively assigned and unrepresented non-exempt employees consists of five (5) consecutive week days (Monday – Friday) followed by two (2) weekend days (Saturday – Sunday) off, not to exceed forty (40) hours. The normal work location is the Authority’s primary site, located at 495 Upper Park Rd, Santa Cruz, California.
1.1. The hours of each employee shall be developed by the General Manager, but shall not start earlier than 6 AM (0600 hrs.) nor later than 9 AM (0900 hrs.) and shall provide for at least a half an hour (30 minutes) unpaid lunch period in addition to eight hours worked.
1.2. Administrative employees may take up to a fifteen (15) minute paid rest period twice during the work day.
1.3. Administrative employees may request alternate work schedules or locations, such as four (4) ten (10) hour days or some days/hours worked remotely. Such requests shall be approved by the employee’s direct supervisor and the General Manager and may be canceled by the Authority at any time.
1.3.1. Alternate work locations may include other Authority offices such as the Alternate Sites, or the employee’s home. Systems Division personnel will evaluate alternate work locations and devices for suitability and security pursuant to the guidelines in Policy 3083, Workstation and Application Security.
1.4. Work schedules, including alternate work arrangements shall be set schedules so that an employee’s peers and managers know where the employee is and their working status on any given day.

2.0 Exempt employees have more latitude in establishing their schedule but should still adhere to a set schedule, approved by their direct supervisor and the General Manager. Exempt employees' schedules shall be known to the employees they supervise.

3.0 The work week for represented dispatch employees assigned to Operations is set forth and defined within the Memorandum of Understanding.