

Agenda Item: V.B.
Date: October 5, 2021

Rule 26 Work Schedules - Revision to the Sausalito-Marin City Sanitary District Human Resource Policies

Background: The District adopted the SMCSD Revised Personnel Rules on April 4, 2016. Over the years, the document's name was changed to "Human Resource Policies" and other policies/rules were revised to reflect changes. Rule 26 – "Work Schedules" has been revised to define and to include all work schedules offered at the District (8- hour, 10-hour and 9-80). The 9-80 shift was not included in the original rule as it was first offered to staff in January 2019 on a trial basis and is now ready to be formalized.

District staff revised Rule 26 and it has been approved by District Counsel and Operating Engineers Union Local 3 (OE3). On September 15, 2021 the SMCSD Personnel Committee reviewed the document with staff and recommended it for Board approval.

Recommendation: Approve Revised Rule 26 - Work Schedule of the Sausalito-Marin City Sanitary District Human Resource Policies

Attachment:

- 1 Clean Copy Revised Rule 26 - Work Schedule
2. Edited Copy Revised Rule 26 - Work Schedule



Submitted By: _____
Jeffrey Kingston, General Manager

RULE 26 - WORK SCHEDULES

1. The District office is open from 8:00 AM to 4:30 PM Monday through Friday. Operations which require a different schedule from the above schedule shall work according to regulations specifically approved by the General Manager.
2. SMCSD establishes working hours consistent with the operating requirements and responsibilities of the District. Work shifts, days, hours and break periods can be established and modified by the District within the limits prescribed by law, based on operating conditions and requirements of the District. The District has the right to require employees to work overtime, which may occur any time before or after the standard work week, including weekends, evenings and/or holidays.
3. All employees shall be assigned work schedules with regular starting and ending times and designated regular days off. Employees may not change their own work schedule without the express advance approval of the General Manager.
4. The District work schedules are defined in one of the following ways:
 - A. 8-hour schedule: An eight (8) hour work period, five (5) days per week.
 - B. 10-hour schedule: A ten (10) hour work period, four (4) days per week.
 - C. 9-80 schedule: A nine (9) hour work period, four (4) days per work week, and an eight (8) hour work period, one (1) day on the alternating work week.
5. The District work week is defined as follows:
 - A. Employees working an eight (8) hour or ten (10) hour schedule, the regular work week shall begin on Saturday and conclude on the following Friday.
 - B. Employees working a 9-80 schedule, the regular work week shall begin Friday mid workday and conclude the following Friday mid workday.
 - C. All work weeks and schedules are in compliance with FLSA requirements.
6. Holidays and Vacations Hours for Alternate Schedules (10 hour and 9-80 Schedules)
 - A. If a holiday falls on the regular work day, the employee will use comp, float or vacation time to make up any hours above the eight (8) hours of holiday provided by the District. Hours **cannot** be made up on work days.
 - B. For a vacation day, the employee must use the number of hours that correspond to their work week.
7. The hours of employment for full-time employees shall be forty (40) hours per week. The General Manager, Operations Superintendent and District Engineer are expected to remain on duty, without additional compensation, for whatever number of hours may be necessary for the proper operation of the District and its facilities.
8. The hourly rates for full-time employees are based on 173.33 (i.e. 52 weeks times 40 hours divided by 12) hours per month average.

9. Breaks and Lunch: Employees shall be allowed a rest period of 15 minutes during each four consecutive hours of work. Such rest periods shall be scheduled in accordance with District requirements. A thirty (30) minute, unpaid lunch period shall be provided as designated by the Operations Superintendent or General Manager at approximately the middle of the shift.
10. The District may designate the location or locations where rest periods may be taken. An employee may occasionally be required to perform duties, if necessary, during his/her normally scheduled rest period. In such circumstances the employee upon completing his/her work task shall receive the remainder of the interrupted rest period.
11. Employees shall be in attendance at their work in accordance with the rules regarding hours of work, holidays and leaves. The General Manager and the Operations Superintendent shall enforce attendance requirements and shall keep attendance records of employees. The District's time records are maintained in the District's main office. Any absence from work without prior authorization as provided for in these rules or administrative guidelines shall be the basis for discipline or discharge.

RULE 26 - HOURS OF WORK AND ATTENDANCE SCHEDULES

1. ~~1.~~ The District office is open from 8:00 AM to 4:30 PM Monday through Friday. ~~The treatment plant facility hours of operation are Monday through Sunday 7:00 AM to 3:30 PM.~~ Operations which require a different schedule from the above schedule shall work according to regulations specifically approved by the ~~Operations Superintendent or~~ General Manager.

Formatted: Font: (Default) Times New Roman, 12 pt
Formatted: Level 1, Space Before: 6 pt, After: 6 pt, Line spacing: Exactly 12 pt

2. SMCS D establishes working hours consistent with the operating requirements and responsibilities of the District. Work shifts, days, hours and break periods can be established and modified by the District within the limits prescribed by law, based on operating conditions and requirements of the District. The District has the right to require employees to work overtime, which may occur any time before or after the standard work week, including weekends, evenings and/or holidays.

Formatted: List Paragraph, Indent: Left: 0", First line: 0"

3. All employees shall be assigned work schedules with regular starting and ending times and designated regular days off. Employees may not change their own work schedule without the express advance approval of the General Manager.

Formatted: Font: (Default) Times New Roman
Formatted: Indent: Left: 0.5", No bullets or
Formatted

4. The District work schedules are defined in one of the following ways:

- A. 8-hour schedule: An eight (8) hour work period, five (5) days per week.
- B. 10-hour schedule: A ten (10) hour work period, four (4) days per week.
- C. 9-80 schedule: A nine (9) hour work period, four (4) days per work week, and an eight (8) hour work period, one (1) day on the alternating work week.

Formatted: Font: (Default) Times New Roman, 12 pt
Formatted: Indent: Left: 0.5", Space After: 8 pt, Line spacing: Multiple 1.08 li, No bullets or numbering, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

5. The District work week is defined as follows:

- A. Employees working an eight (8) hour or ten (10) hour schedule, the regular work week shall begin on Saturday and conclude on the following Friday.
- B. Employees working a 9-80 schedule, the regular work week shall begin Friday mid workday and conclude the following Friday mid workday.
- C. All work weeks and schedules are in compliance with FLSA requirements.

Formatted: Font: (Default) Times New Roman
Formatted: Indent: Left: 0.5", No bullets or
Formatted
Formatted: Font: (Default) Times New Roman, 12 pt
Formatted
Formatted
Formatted

6. Holidays and Vacations Hours for Alternate Schedules (10 hour and 9-80 Schedules)

- A. If a holiday falls on the regular work day, the employee will use comp, float or vacation time to make up any hours above the eight (8) hours of holiday provided by the District. Hours cannot be made up on work days.
- B. For a vacation day, the employee must use the number of hours that correspond to their work week.

Formatted: Indent: Left: 1.25", No bullets or numbering
Formatted
Formatted

7. ~~2.~~ Normal duty hours for plant personnel are eight (8) hours per day with thirty (30) minutes for lunch. The hours of employment for full-time employees shall be forty (40) hours per week. The General Manager, ~~and~~ Operations Superintendent ~~and~~ District Engineer are expected to remain on duty, without additional compensation, for whatever number of hours may be necessary for the proper operation of the District and its facilities.

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25", No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers
Formatted: Font: (Default) Times New Roman, 12 pt
Formatted: Indent: Left: 0.25"

~~8. 3.~~—The hourly rates for full-time employees are based on 173.33 (i.e. 52 weeks times 40 hours divided by 12) hours per month average.

~~9. Breaks and Lunch: Employees shall be allowed a rest period of 15 minutes during each four consecutive hours of work. Such rest periods shall be scheduled in accordance with District requirements. A thirty (30) minute, unpaid lunch period shall be provided as designated by the Operations Superintendent or General Manager at approximately the middle of the shift.~~

~~10. The District may designate the location or locations where rest periods may be taken. An employee may occasionally be required to perform duties, if necessary, during his/her normally scheduled rest period. In such circumstances the employee upon completing his/her work task shall receive the remainder of the interrupted rest period.~~

~~11. 4.~~—Employees shall be in attendance at their work in accordance with the rules regarding hours of work, holidays and leaves. The General Manager and the Operations Superintendent shall enforce attendance requirements and shall keep attendance records of employees. The District's time records are maintained in the District's main office. Any absence from work without prior authorization as provided for in these rules or administrative guidelines shall be the basis for discipline or discharge.

~~5. Breaks and Lunch: Employees shall be allowed a rest period of 15 minutes during each four consecutive hours of work. Such rest periods shall be scheduled in accordance with District requirements. A thirty (30) minute, unpaid lunch period shall be provided as designated by the Operations Superintendent or General Manager at approximately the middle of the shift.~~

~~6. The District may designate the location or locations where rest periods may be taken. An employee may occasionally be required to perform duties, if necessary, during his/her normally scheduled rest period. In such circumstances the employee upon completing his/her work task shall receive the remainder of the interrupted rest period.~~

RULE 27 - SHIFT AND WEEKEND OPERATIONS

~~1. The General Manager may authorize a modified work schedule to support facility operation which may include weekend, night shift and swing shift work.~~

~~2. Because of the nature of the consequences involved in an operating failure in the District's treatment plants, pumping stations and collection system, it is necessary that a qualified District employee be available during all non-working hours to receive and respond to emergency calls from the public.~~

~~3. Employees will participate in a standby program as set forth in Rule 29. An employee on standby shall be compensated during standby at a rate established by the District.~~

Formatted: Indent: Left: 0.25"

Formatted: Indent: Left: 0", Hanging: 0.25"

Formatted: Highlight

~~4. To meet emergency and standby requirements, standby program employees must reside within a radius that enables the employee to respond to the Sausalito plant facility within a 60 minute time frame.~~