

## **II. COMPENSATION POLICIES**

### **B. WORKWEEK AND WORK PERIODS**

The standard workweek begins on Sunday at 12:01 a.m. and ends 7 days later on Saturday at 12:00 midnight.

The work period for Fire Medical department employees scheduled to work 24-hour shifts is a 28-day period that begins Sunday at 12:01 a.m. and ends 28 days later on Saturday at 12:00 midnight.

The work period for law enforcement personnel in the Police department is a 14-day period that begins Sunday at 12:01 a.m. and ends 14 days later on Saturday at 12:00 midnight.

The workweek for some temporary/seasonal Parks and Recreation employees begins on Thursday at 12:01 a.m. and ends 7 days later on Wednesday at 12:00 midnight.

Exceptions to the standard workweek must be approved by the Human Resources Manager and recorded in the employee's personnel file.