




<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 1401</b>	<b>SUBJECT: Hours of Work, Scheduling and Work Period Designation</b>
<b>DATE APPROVED: 8/8/2018</b>	
<b>BOARD PRESIDENT:</b> 	<b>FIRE CHIEF:</b> 

***Policy 1401: Hours of Work, Scheduling and Work Period Designation***

1. In accordance with the Fair Labor Standards Act, the Scotts Valley Fire Protection District (SVFPD) elects to apply the 7(k) exemption for employees (Fire Personnel) employed in “fire protection activities”.
2. The FLSA work period for part-time Fire Personnel will consist of seven (7) consecutive days starting at 0700 on Saturday and ending at 0700 on the following Saturday. Part-time Fire Personnel work hours will be scheduled based on assignment not to exceed 960 hours per fiscal year.
3. The FLSA work period for full-time shift Fire Personnel will consist of twenty-four (24) consecutive days. Full-time Fire personnel shifts will be scheduled for an average of fifty-six (56) hours per week.
4. A shift shall be a period of twenty-four (24) consecutive hours starting at 0700 hours one day and continuing to 0700 hours the next day.
5. A scheduled rotation will occur after two shifts (48 hours), followed by 96 hours off.
6. The standard duty schedule shall be adhered to whenever possible, so as not to impair the efficiency of the SVFPD.
7. The duty schedule shall be determined by the Fire Chief, and shall be posted at least three (3) months in advance in all stations.
8. The FLSA work period for Administrative Personnel will consist of seven (7) consecutive days starting at 12:01 a.m. on Saturday and ending at 12:00 midnight on Friday. Administrative Personnel shall work up to forty (40) hours per week.