



# City of Phoenix

<b>ADMINISTRATIVE REGULATION</b>	A.R. NUMBER 2.14 Revised
	FUNCTION Human Resources and Payroll Page 1 of 5
<b>SUBJECT LUNCH PERIODS, REST BREAKS, REGULAR AND ALTERNATIVE WORK SCHEDULES</b>	EFFECTIVE DATE July 1, 2012
	REVIEWED DATE

## INTRODUCTION

### Summary of Changes

AR 2.14 was last revised in 2008.

The current version of the A.R. has been revised to clarify beginning and ending times of shifts as well as updating phone numbers for assistance. Questions regarding this AR should be directed to the Human Resources Department at (602) 262-6608.

### 1. Purpose

The purpose of this regulation is to standardize the City's practices on lunch and rest breaks and alternative work schedules and to adopt appropriate language for negotiated Memoranda of Understanding. If any conflict exists between the language of this AR and the language of a negotiated Memorandum of Understanding (MOU), the MOU shall prevail.

Specific provisions for lunch and rest periods are included in the following negotiated Memoranda of Understanding/Agreements:

- Field Unit I
- Field Unit II
- Office/Clerical Unit
- PPSLA
- PLEA

### 2. Lunch Periods

- A. The general policy pertaining to lunch periods shall be that all City employees shall eat on their own time; that is, they shall be allowed to stop work for a lunch period to be specified by department directors and shall not be paid for that time. The lunch period will ordinarily last for 30 minutes or one hour.
- B. Exceptions to the general policy will be allowed only when department directors can satisfactorily substantiate to the City Manager that it would be clearly to the City's advantage and convenience to allow exceptions. Any lunch period on City time shall be considered an exception to the general policy and must be approved by the City Manager.

In order to qualify for lunch periods on City time, employees must be on call during their entire work shifts. They must not leave the work premises unless authorized and must respond to duty calls during lunch periods if necessary. Failure to respond to duty calls will be grounds for disciplinary action.

### **3. Rest Breaks**

Rest breaks are granted as a principle of sound personnel management, not a right of employment. The policy governing breaks for City employees grants one 15-minute break in the first half of the work shift and one 15-minute break in the second half of the work shift.

Break time is considered as the time an employee is away from the normal work site and duties and does not mean the time spent at the place where the break is taken.

On occasion, work demands may prevent the granting of a rest break. It is critical that personnel be available at all times to assure coverage of telephone and public contact locations.

### **4. Regular Work Schedule**

All City offices, except as herein provided, will be open from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Office services needed by departments on a seven-day week operation will be maintained to the extent necessary to provide service to the public.

### **5. Alternative Work Schedules**

All proposals for implementing alternative work schedules for a work unit must be submitted to the Budget and Research and Human Resources Departments for review and to the City Manager's Office prior to implementation. Any changes in work schedules for groups already on an alternative work schedule (including resumption of an 8:00 a.m. to 5:00 p.m. work schedule) must be submitted to the Budget and Research and Human Resources Departments for review and to the City Manager's Office prior to implementation.

Departments are authorized to develop variable working hour plans which provide the greatest service to the public and best meet departmental operating requirements. The City's public office hours for public counter and telephone contact will remain 8:00 a.m. to 5:00 p.m.

Five (5) alternative work schedule plans may be considered and must meet the following standards:

- A. Staggered Work Hours: There are several possible schedules which are organized so that employees can start work earlier or later than 8:00 a.m., (or other traditional starting times for second and third shifts) and involve comparable stopping periods. A department director may authorize employees to work a schedule that begins prior to or later than a typical work shift. Employees are expected to follow the same schedule everyday, but allowances for change of schedules may be made when necessary.

Employees may have to rotate when the number applying for a given time span exceeds staffing needs to equalize the desirable features of staggered work schedule. The following reflects the guidelines for a standard 8:00 a.m., to 5:00 p.m., work schedule. Similar variations may be made for second and third shift schedules.

- (1) The starting time for each staggered schedule will be between 6:00 a.m. and 9:00 a.m., and departure times will be from 3:00 p.m. to 6:00 p.m.
- (2) Lunch periods will normally start from 11:00 a.m. through 1:00 p.m. The lunch period may last from one-half hour to one hour, but must be a fixed length of time.
- (3) The number of work schedules will be kept to a minimum to facilitate administration.
- (4) Employees who carpool or use the bus may be given first chance to choose when conflicts in scheduling develop among employees.
- (5) Supervisors will ensure that sufficient personnel are on duty to cover the key duty stations during the early morning and late afternoon hours.

B. Flextime: Flextime is intended for employees with minimum public contact jobs and with work assignments permitting such flexibility. A fixed core time is established when all employees must be on the job. A department director may allow for employees to work a schedule that does not follow an 8:00 a.m. to 5:00 p.m. work schedule, and that either begins or ends earlier or later than the standard. The choice of schedules may vary daily. The length of the work day will be a full eight-hour work day or may vary, as long as 40 hours is worked during the work week period. Lunch periods may vary in length and time of day. Some activities may require that anticipated work schedules be submitted and approved in advance to assure that adequate coverage is maintained. Other activities may delegate the responsibility for maintaining adequate coverage to the employees by informal arrangements among them.

- (1) The starting time flex period will be between 6:00 a.m. and 9:00 a.m., and the departure time flex period will range between 3:00 p.m. and 6:00 p.m.
- (2) All employees must be on the job during the core hours of the shift.
- (3) Lunch periods may start between 11:00 a.m. and 1:00 p.m. The length of the lunch period may be varied or fixed.
- (4) Those employees eligible for overtime compensation are limited to a daily (8 hour) flextime plan or an alternating four day/five day work schedule (see section D). Hourly (nonexempt) Supervisory/Professional employees may vary the length of their work days as long as they do not exceed 40 hours in the work week period.
- (5) Sick leave and vacation leave banks will be charged to the appropriate bank as the leave occurs for the number of hours the employee was absent from the workplace.

- (6) For hourly (non-exempt) employees, an appropriate Leave Request (Form 60-32D) must be completed for the difference between forty hours (one work week period) and actual hours worked when this difference occurs.
- (7) The department shall maintain a list of employees on flextime.
- (8) Flextime records will not be used for payroll purposes on salaried (exempt) employees.

C. Four-Day Work Week: The four-day work week is intended for employees whose absence on a traditional work day will not be a hardship to either public or department needs. Employees on this schedule may begin work earlier and end their shift later than employees on an 8:00 a.m. to 5:00 p.m. schedule. The starting times and departure times are fixed. The "extra" day can be fixed at either end of the service week or can be rotated through the week to assure adequate coverage is maintained throughout the five-day service week. Lunch periods are of a fixed length. Specific provisions relating to consecutive days off, and exceptions, are included in the following negotiated Memoranda of Understanding: Field Unit I, Field Unit II, Office and Clerical, Police Unit.

- (1) The fixed starting time will be no earlier than 6:00 a.m. and the fixed quitting time will be no later than 6:00 p.m. except in the Public Works Department, Solid Waste Division.
- (2) The fixed length lunch period may start between 11:00 a.m. and 1:00 p.m. and last between one-half hour and one hour. The employee must work ten hours plus the lunch period. Therefore, the reporting time to ending time period will be 10 1/2 hours with half hour lunch or 11 hours with an hour lunch.
- (3) The office will be open all five (5) days of the service week, Monday through Friday.
- (4) Holiday pay will be limited to eight hours for any one legal holiday. Two hours of leave must be taken by the hourly (non-exempt) employee to satisfy the 10-hour schedule requirement.

Unit I employees in the Public Works and Parks and Recreation Departments and Unit II employees, on four (4) ten-hour shifts shall not be required to submit documentation for two (2) hours of paid leave for the following holidays:

Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Day

- (5) Absence on a scheduled work day will be charged as ten (10) hours of leave.

(6) This alternative plan is limited to those employees for whom an eight (8) hour overtime exclusion has been agreed to in a MOU.

D. Alternating Four Day (Ten-Hour) and Five Day (Eight-Hour) Work Week – The alternating four-day and five-day work week is intended for employees whose absence on a traditional work day will not be a hardship to either public or department needs. This schedule also allows hourly non-exempt employees not covered by MOU's to work alternative schedules. The employees work one week consisting of eight hours per day, five days per week. The second week of this work schedule will be a four-day work schedule as outlined in Alternative C above. Lunch periods are of a fixed length.

- (1) The fixed starting time will be no earlier than 6:00 a.m. and the fixed quitting time will be no later than 6:00 p.m.
- (2) The fixed length lunch period may start between 11:00 a.m. and 1:00 p.m., and last between one-half hour and one hour.
- (3) The office will be open all five days of the service week, Monday through Friday.
- (4) Holiday pay will be limited to eight hours for any one legal holiday. Non-exempt employees may be allowed the option of working five eight-hour days during the holiday week or taking two hours to satisfy the ten hour scheduled requirement.

E. Nine-Eighty Work Week: The 9/80 work schedule is only intended for exempt employees whose absence on a traditional work day will not be a hardship to either public or department needs. Employees on this schedule work a total of nine days in the two-week work period. The first week consists of five nine-hour work days. The second week consists of three nine-hour work days and one eight-hour work day. The "extra" day can be fixed at either end of the service week or can be fixed at a point through the week. Employees should take their eight-hour day on the day before their scheduled "extra" day off.

- (1) The fixed starting time will be no earlier than 6:00 a.m. and the fixed quitting time will be no later than 6:00 p.m.
- (2) The fixed length lunch period may start between 11:00 a.m. and 1:00 p.m., and last between one-half hour and one hour.
- (3) The office will be open all five days of the service week, Monday through Friday.

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By   
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