



EMPLOYEE MANUAL	
Title: SHIFT WORK POLICY	
Policy No.: 12.0	Section Nos.: 12.0 – 12.4
Approval Date:	Effective Date: January 2018
Approved By: Board of Directors	

12.0 SHIFT WORK POLICY

Employees may be assigned Shift Work to ensure coverage on critical Agency operations. Employees assigned Shift Work may be required to work Regular Schedules, 9/80 Schedules, or Treatment Plant Schedules, as discussed below. Employees assigned Shift Work may also be required to work on a rotating assignment of shifts, including shifts with evening hours. No sleeping is permitted during Shift Work.

12.1 Regular and 9/80 Schedules

In addition to a customary 5/40 schedule (five work days constituting forty work hours), an employee on Shift Work may be placed on a 9/80 schedule (nine work days constituting eighty work hours). A 9/80 schedule is a schedule in which four days per week an employee works nine (9) hours and on the fifth day (the “flex day”) that employee either works an eight (8) hour shift, which is split between workweeks (four hours in each workweek) or have the day off. The Fair Labor Standards Act (FLSA) workweek need not coincide with the calendar week nor will it necessarily align with Agency pay periods. The FLSA workweek may begin on any day and at any hour. During a 9/80 schedule, the FLSA workweek begins midway through the employee’s “flex day.” The result is forty (40) hours worked in each FLSA workweek while eighty (80) hours of work is compressed into nine (9) working days. However, the duration of any Shift Work shift may change as necessary for Agency operations.

12.2 Treatment Plant Schedules

Employees assigned to Shift Work operating Treatment Plants will typically work alternating weeks. These employees will work twelve (12) hour shifts each day for seven (7) consecutive days and will be off-duty for the following seven (7) consecutive days.

While Treatment Plant Operators assigned to Shift Work do not receive time off for holidays, they are paid twelve (12) hours of holiday pay if they are assigned to work during a holiday and eight (8) hours of holiday pay if not assigned.

In all cases, non-exempt Agency employees on Shift Work are paid overtime consistent with the FLSA requirements.

12.3 Shift Differential – Treatment Plant Operator

A 5% shift differential is applied to the rate for employees performing the duties of Senior Treatment Plant Operator and Treatment Plant Operator assigned to shift work will be applied to straight time and overtime hours. If the Agency changes its shift work practice, the shift differential will be reviewed at that time.



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12.4 Shift Differential – Field Employees

Periodically, the Operations field crew or designated field employees may be scheduled to work the night shift. An employee working the night shift is entitled to lunch and breaks the same as for daytime work within the nine-hour shift. Scheduled night shift hours will be worked in lieu of working the following day. An employee scheduled to work a night shift will receive an hourly shift differential pay of 10% added to the employee's regular pay rate; this shift differential pay is not applied to overtime rate.