
	City of Seabrook – Personnel Policies and Procedures Last Published Date: June 4, 2008		
	WORK WEEK		
	Revision: 2	Effective Date: 10/19/1993 Revised: 05/06/2008 Revised: 04/06/2021	Chapter 5 Section 25

POLICY

Hours of work for department employees are scheduled by the Department Director, with the approval of the City Manager. The City Manager may at any time, upon appropriate notice and for the interest of the City and the protection of the public welfare, alter the hours of work for City Employees.

Unless otherwise designated by the Department Director with the City Manager approval, there are five (5) work schedules for City full-time employees. Each work schedule defines the workweek.

1. **Regular Schedule** - Those working a Regular Schedule have a seven-day workweek beginning at 12:00 a.m. on Saturday and ending at 11:59 p.m. on the following Friday. Employees working the regular schedule work five (5) eight-hour (8) days, forty (40) hours per week. Overtime calculations do not commence until the employee exceeds 40 hours.
2. **9/80 Schedule** - Employees working a 9/80 schedule will have a workweek defined as beginning at 12:00 p.m. (noon) on Friday and ending at 11:59 a.m. the following Friday. Employees working a 9/80 schedule shall work eight (8) nine-hour days and one (1) eight hour day over a two-week period. Employees on the 9/80 Schedule will have one (1) weekday off (the “10th day”). Each employee shall schedule his/her tenth (10th) day with his/her supervisor in advance of the applicable pay period. Overtime calculation will be after 40 hours. Overtime calculations do not commence until the employee exceeds 40 hours.
3. **12 Hour Regular Schedule – Police Dispatch** - Police Dispatchers on a 12 Hour Schedule will have a workweek defined as beginning at 12:00 a.m. Saturday and ending at 11:59 p.m. on the following Friday. Overtime calculations do not commence until the employee exceeds 40 hours.
4. **12 Hour-14 Day Schedule – Police Officer** – In accordance with Texas Local Government Code §142.0015(f)(2) Police Officers will work a 12 hour shift over a 14 day work period. The work period begins at 12:00 a.m. on Saturday and ends at 11:59 p.m. on the Friday completing the 14-day work period (2nd Friday of the work period). There are 80 hours in the 14-day work period. Overtime calculations do not commence until the employee exceeds 80 hours.
5. **48/96 Hour Shift Schedule – EMS** – Emergency Medical Services Personnel (EMS) on a 48/96 Hour Shift Schedule will have a workweek defined as beginning at 12:00 a.m. on Saturday and ends at 11:59 p.m. on the following Friday. Employees who work the 48/96 Hour Shift Schedule work two consecutive 24-hour shifts for a total of 48 hours, and have 96 consecutive hours off. Overtime calculations do not commence until the employee exceeds 40 hours.

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The appropriate Department Director must approve any deviation from a non-exempt employee’s working hours in advance. Generally, working hours for non-exempt employees shall be consistent from day to day and must be consistent and appropriate with the responsibilities of the position, customer interactions, and the needs of the department. Non-exempt employees are not permitted to determine their own work schedules.

Emergencies may necessitate the suspension of defined work schedules, and will be announced through the City Manager’s office. Department Directors also have the authority to suspend defined workweeks, other than the 40-hour workweek, during holiday times or other peak periods to insure there is no additional overtime and/or that service levels are maintained.