

# CITY OF COMMERCE ADMINISTRATIVE POLICIES

## WORK PERIODS

### 1.0 PURPOSE

To establish work periods for purposes of the Federal Fair Labor Standards Act (FLSA), effective April 15, 1986.

### 2.0 POLICY

- 2.1 The work period for any 24-hour shift firefighters will be twenty-seven (27) days. This work period starts at 7:00 a.m. and ends 27 days later at 6:59 a.m.
- 2.2 The work period for Commissioned police officers will be fourteen (14) days. This work period starts at 7:00 a.m. and ends 14 days later at 6:59 a.m.
- 2.3 The work period for all other City employees will be a seven (7) day period beginning on Wednesday at 12:01 a.m. and continuing to Tuesday at 12:00 a.m. (midnight).

### 3.0 LIMITATIONS

- 3.1 This policy will not apply to executive, professional, administrative, and all other employees who are exempt from the FLSA.
- 3.2 The following employee classifications are currently considered exempt from FLSA:


Director of Public Works  
Director of Utilities  
Director of Community Development  
Director of Administrative Services  
Director of Parks & Recreation  
Police Chief  
Fire Chief  
Police Captain  
City Secretary

- 3.3 The above referenced work periods may be changed to accommodate special work schedules.

EFFECTIVE: 09-28-98

LAST REVISED: 06-01-97

CITY MANAGER APPROVAL:



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