



Santa Cruz Consolidated
Emergency Communications Center

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Michael J. McDougall
General Manager

9-1-1
FIRE
POLICE
MEDICAL

COMMUNICATIONS PERSONNEL
POLICY/PROCEDURE

Policy No: 1210
Date Issued: January 20, 1994
Date Revised: October 14, 1998

APPROVED:

Board Chairperson

SUBJECT: WORK WEEK AND HOURS - DEFINED

1. The normal work week for administratively assigned and unrepresented non-exempt employees shall consist of five (5) consecutive week days (Monday -Friday) followed by two (2) weekend days (Saturday - Sunday) off, not to exceed forty (40) hours.

1.1 The hours of each employee shall be developed by the General Manager, but shall not start earlier than 6 AM (0600 hrs.) nor later than 9 AM (0900 hrs.) and shall provide for at least a half an hour (30 minutes) unpaid lunch period in addition to eight hours worked.

1.2 Administrative employees may take up to a fifteen (15) minute paid rest period twice during the work day.

2. The work week for represented dispatch employees assigned to Operations is set forth and defined within the Memorandum of Understanding.