

	UNIFIED FIRE AUTHORITY ORGANIZATIONAL MANUAL	
	Affiliation: Human Resources Policies	
	Title: Working Hours and Breaks Number: 900 - 400	
	Approved: 8/24/2023	By: Fire Chief Dominic Burchett
	Last Reviewed:	By:

REFERENCES:

[UFA Policy and Procedure – Overtime and Compensatory Time](#)

[UFA Policy and Procedure – Visitors and Station Tours](#)

[UFA Policy and Procedure – Physical Fitness Training on Duty](#)

[UFA Policy and Procedure – Shift Trades](#)

[Code of Federal Regulations Title 29 Part §785 Rest and Meal Periods](#)

PURPOSES:

To effectively coordinate the activities of the various Divisions of the Unified Fire Authority (UFA) while ensuring that the needs of the public are met in an efficient manner.

POLICY:

It is the policy of UFA that all fire stations are sufficiently staffed with the proper number of personnel, as identified by Fire Administration, and similarly that all administrative locations are staffed appropriately during regular business hours.

- 1.0 As defined in UFA Policy and Procedure – Overtime and Compensatory Time, the standard work week for UFA 8-hour firefighter, part-time EMS, and non-firefighter employees will be from 12:00 am Sunday to Midnight Saturday. The maximum number of hours a non-exempt employee may work, without receiving additional compensation, for 8-hour firefighter, part-time EMS and non-firefighter employees is 40 hours in the work week.
 - 1.1 Division Supervisors in coordination with Section Chiefs will set the work hours for their personnel, including shift times, rest periods, meal periods, etc. Flex schedules are permissible as long as the policy is met, and the smooth operation of the UFA is not compromised.
 - 1.1.1 Staff employees (8-hour firefighter, and non-firefighter employees) are entitled to a paid 5 to 20-minute rest period within each 4 hours worked or major fraction thereof; as practicable, each work period. Note: Rest periods of short duration, running from 5 minutes to about 20 minutes, are counted as time worked (see [CFR §785.18](#)).
 - 1.1.2 Bona fide meal periods are not work time. Bona fide meal periods do not include coffee breaks or time for snacks (these are rest periods). The employee must be completely relieved from duty for the purposes of

eating meals. Ordinarily 30 minutes or more is enough for a bona fide meal period. The employee is not relieved if he/she is required to perform any duties while eating. It is not necessary that the employee be permitted to leave the premises if he/she is otherwise completely free from duties during the meal period (see [CFR §785.19](#)).

- 2.0 As defined in UFA Policy and Procedure - Overtime and Compensatory Time, the standard work period for UFA 24-hour firefighter employees will be from 7:00 a.m. on the first day of the applicable 24-day cycle to 7:00 a.m. on the last day of the cycle. Overtime will not be paid unless the number of hours exceeds 182 in the work period.
- 2.1 Operations shifts begin at 7:00 a.m. on the employee's designated platoon workdays and last for 24 hours. UFA currently employs the 48/96 schedule which is two consecutive 24-hour shifts followed by 96 hours of scheduled time off.
- 3.0 Part-time EMS employee shifts will be reflected in the department staffing program. Shifts are typically 12 or 24 hours in duration; however, shift times may be altered for special events or to meet the needs of service delivery.
- 4.0 Operations personnel will not leave their duty assignments at shift change until their replacement arrives and they are properly relieved, unless authorized by the Section Chief. This includes leaving for Wildland and US&R deployments. Employees who are required to stay past the normal shift change time will be compensated in accordance with UFA Policy and Procedure - Overtime and Compensatory Time. The corresponding employee who arrives after the shift change will have appropriate hours of time worked, or leave taken, recorded on the computer staffing system calendar.
- 4.1 Personnel who are required to remain on duty while waiting for another member to arrive will be compensated using the "Hold Over" code within Telestaff.
- 4.2 Personnel who are required to remain on duty due to a response will be compensated using the "Late Call" code within Telestaff.
- 4.3 If the off-going Station Captain or Acting Captain has left the station, it will be the responsibility of the current Station Captain or Acting Captain to enter the information into Telestaff for the off-going crew member.
- 4.4 If there is not a Station Captain at the station, it will be the responsibility of the off-going employee to send an email to the Staffing Office with the amount of extra time worked and the reason, prior to leaving the station.
- 4.4.1 A brief description of the reason should be entered into the note section of the work code.
- 4.5 Time entered must be accurate and will be rounded up to the closest quarter-hour increment that the employee worked.
- 5.0 Time for physical fitness activities on duty will be regulated in accordance with UFA Policy and Procedure – Physical Fitness Training on Duty.

- 6.0 Shift trades are recognized as “on duty” hours but are not compensated as hours worked, in accordance with UFA Policy and Procedure – Shift Trades.

Replaces policy dated: November 10, 2020