

# SPOKANE COUNTY FIRE DISTRICT 8

## Standard Operating Procedures

**10.04.13**  
**HOURS OF WORK**



Adopted: 12/20/16  
Reviewed: 12/10/20  
Revised: 12/10/20

Approved: *Jan J. Pahl*

**Purpose:** To establish work hour parameters for all member classifications within Spokane County Fire District 8.

**References:** N/A

**Procedure:**

1. Business Hours – Normal business hours are 8:00 a.m. to 4:30 p.m., Monday through Friday, except on holidays as listed in this document.
  - a) The times members work may or may not be the same as the District's normal business hours, depending on his/her position and the business needs of the District, and may be modified by his/her Supervisor of Record.
2. Lunch Periods and Breaks – Non-union members are entitled to an unpaid half-hour lunch period approximately mid-way through the workday, and may take a paid fifteen minute break every four hours, unless his/her job allows the member to take equivalent intermittent rest periods.
  - a) Shift members will be offered reasonable opportunities for meals and breaks.
3. Flextime – Although most members work normal business hours, a member's Supervisor of Record may authorize him/her to work on a flexible time schedule to accommodate ride-sharing, daycare, and other personal needs.
  - a) Any request for a modified schedule should be made to the member's supervisor and approved by the Supervisor of Record, in consultation with the Fire Chief or designee.
  - b) Because all schedules are job driven and flextime is not a standard practice, the District may not be able to provide members with the schedule they requested.
4. Compensatory Time - Compensatory time off may be pre-approved by supervisors in lieu of overtime pay for irregular or occasional overtime work when approved by a supervisor.
  - a) Compensatory time off is earned at 1-1/2 the member's regular rate of pay and may be accrued up to a maximum of 24 hours.
  - b) Any compensatory time remaining at year's end will be paid at the overtime rate as compensatory time cannot be carried over to the next year.
5. Training Compensatory Time - Members required by the District to attend training that does not occur during regularly scheduled work hours, will be compensated at 1-1/2 their regular rate of pay during the actual training time.

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- a) The District appreciates members who strive for increased knowledge and education but will not be compensated for voluntary training time beyond their regularly scheduled work hours.
6. Inclement Weather – The District is an emergency services provider and must be available to provide services at all times and in all conditions. Members are expected to report to work when scheduled.
- a) If a member is not able to report to work as scheduled because of bad weather, he/she should advise their supervisor as soon as possible.
  - b) Non-exempt members who do not report to work will not be compensated for time missed, but may use accrued annual leave or compensatory time to compensate for time lost.