

L. HOURS OF WORK

Full-time non-Civil Service employees and Civil Service employees who are not exempt from the Fair Labor Standards Act ("FLSA") shall have a standard work week of five (5) eight-hour days, or forty (40) hours per week or as designated by the City Council. The work schedule for each position shall be established by the department head.

City Hall is open from 8:00 a.m. to 6:00 p.m., Monday through Thursday, excluding holidays or such other hours as determined by the City Council. Only for employees on the "9/80" work schedule, sick leave, vacation leave, flexible leave, compensatory time, personal leave, paid administrative leave, jury duty, bereavement leave, paternity leave, and/or holiday pay are considered hours worked for the purpose of receiving paid administrative time. Employees who work the "5/40" work schedule will receive 8 hours holiday pay, employees who work the "9/80" work schedule will receive 8 hours holiday pay plus one hour Administrative time. Employees who work the modified 5/40 work schedule will receive 8 hours of holiday pay plus 1/2 hour administrative time, and employees who work the "4/10" work schedule will receive 10 hours of holiday pay. (For further The Above Amended On February 20, 1996 By Resolution No. 96-8 information concerning administrative time, please refer to Section I, V. "Overtime".) (For more information regarding the parking of personal vehicles in the Civic Center area, please see the attached Standard Operating Procedure No. 11: Employees Parking Policy.)

Starting and Ending Work: An employee is expected to begin work no more than five (5) minutes prior to the beginning of his or her scheduled start time, and to stop

work no later than five (5) minutes after the end of his or her scheduled ending time. An employee who wishes to begin or end work at a different time must obtain written approval from his or her department head prior to working the different or additional time.