

**TIME SCHEDULES, TIME BANKS, AND TIME OFF** **1060**  
(September 1988)

**FLEXTIME FOR NON-SAFETY PERSONNEL**  
**(EXCLUDES UNIT 8)** **1061**  
(September 1988)

CAL FIRE supervisors are encouraged to consider flexible employee work hours consistent with efficiency, productivity, and effective service to the public and state government. All public contact points shall have informed staff to provide telephone and work coverage during the hours of 8:00 a.m. to 5:00 p.m. Changes to regular hours of work are to result from a clear understanding arrived at between the supervisor and the employee before initiating the change. Supervisors are encouraged to grant flexibility to their employees consistent with the need to get the job done. The need to provide coverage essential to the operations of the unit may make it necessary for supervisors to limit flextime.

**RESPONSIBILITIES FOR FLEXTIME** **1061.1**  
(September 1988)

**Supervisors** Determine and maintain necessary levels of coverage determine how much supervision the employees need. If employees work independently, no special adjustments may be necessary. However, if close supervision is required or preferred, arrangements may be possible with other supervisors. Adjustments can be made in the employee's band width (defined below). Supervisors may modify the approved flextime schedule to meet work requirements.

**Employees** Initiate work schedule request for other than regular hours of work (as specified by the unit supervisor) and obtain written approval from their supervisor.

**OPERATING PROCEDURES AND DEFINITIONS**  
(September 1988)

**1061.2**

**Band Width** The time during which work can be performed, from 7:00 a.m. to 6:00 p.m.

**Core Time** A period during which all employees are expected to be at work--from 9:30 a.m. to 11:30 a.m.; and from 1:30 p.m. to 3:30 p.m. every working day, Monday through Friday.

**Floating Time** The periods within which employees may flex their schedule.

Floating Time	Core Time	Floating Lunch	Core Time	Floating Time
(2-1/2 hours)	(2 hours)	(2 hours)	(2 hours)	(2 1/2 hours)

**Total Work Hours** These are based on work week groups; most employees are required to work 40 hours each week. State pay periods are either 21 or 22 days long (168 to 176 hours) and usually encompass three or four full five-day weeks and portions of one or two others. If the end of the pay period is on any day other than Friday, the flextime system is altered for that week. For example, if pay day (the last day of the pay period) falls on Tuesday, then Monday and Tuesday are in one pay period, while Wednesday, Thursday, and Friday are in the next pay period. In such a situation, the employee must be scheduled to work a total of 16 hours on Monday and Tuesday and a total of 24 hours during the period from Wednesday through Friday.

**Flextime Form** A detailed form for recording flextime hours is available in the personnel office for use by employees/supervisors.

**Lunch Time** A minimum of 30 minutes must be taken for lunch between 11:30 a.m. and 1:30 p.m. unless otherwise specified by a collective bargaining agreement.

## **Break Periods**

Every employee may be granted a rest period not to exceed 15 minutes for each four hours or major fraction thereof per day, but the total rest period time for any day shall not exceed 25 minutes. Insofar as is practical, the rest period shall not be granted during the first or last hour of the day, nor shall rest period time be accumulated. Collective bargaining agreements may, however, require something different.

Within these guidelines, the department's policy has generally been to allow employees a 15-minute morning break and a 10-minute afternoon break as workload allows. This policy is based on the fact that most employees work approximately four hours before and after lunch.

Breaks are usually taken somewhere near the middle of the four-hour period, although some units have breaks as early as 9:00 a.m.

Under flextime, employees may still be provided one break before and one break after lunch, and they may not take a break during the first or last hour of the work period. The length of the break period is unaffected by flextime.

## **Vacation, Sick Leave, and Other Excused Absences**

Vacation, sick leave, and other excused absences are recorded on the attendance report (form CAL FIRE-681) unless flextime is used within the week to cover the absence. The hours worked in a work week (including holidays and excused absences) shall total 40 hours unless the supervisor has approved overtime.

## **Medically Related Absences**

Medically related absences occurring during core hours may be made up with supervisor's approval during the same week. This allows employees to conserve their sick leave.

To prevent abuses of this privilege, supervisors may ask for verification of the nature of a medically related absence. No other absences during the core time may be made up by flextime.

**Overtime and CTO**

Overtime and CTO must be authorized by the supervisor in advance.

**Minimum Level of Coverage**

Section/unit supervisors will determine and maintain the minimum levels of coverage for their areas and communicate them to employees.

**INTERMITTENT EMPLOYEES****1061.3**

(No. 3 April 1990)

Supervisors may determine whether intermittent employees may be on flextime based on when they are needed and the type of job.

**CONFLICT RESOLUTIONS****1061.4**

(No. 3 April 1990)

If supervisors and employees are unable to agree on a reasonable work schedule, conflicts are to be resolved through the departmental complaint process.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)