

Santa Barbara City Fire Department - Standard Operating Procedures Organizational Operations		Code: O-II-8
Work Periods		
Chpt: II Scheduling / Time Management	Revised: 7/1/12	Pages: 1

I. SHIFT PERSONNEL

- A. Shift personnel will work nine 24 hour shifts during a 24 day work period consisting of 192 hours.
- B. No work will be performed beyond 192 hours during the 24-day cycle unless authorized by the Fire Chief or his representative. A formal authorization shall be required for each occurrence of work outside the normally scheduled work period.

II. FIRE PREVENTION INSPECTORS/INVESTIGATORS

- A. The work period will consist of four 10 hour days for a total of 40 hours each 7 day period.
- B. Days off and hours are staggered among division members. One half hour of uncompensated time is allowed for lunch each work day.
- C. No hours will be worked beyond the 80 hours specified in the individual's 2 week work period unless authorized by the Fire Chief or his representative. A formal authorization shall be required for each occurrence of work outside the normally scheduled work period.

III. GENERAL EMPLOYEES

- A. The work period will begin at 0730 and end at 1730 hours each day, Monday through Thursday and every other Friday (non paydays), for a total of 80 hours in a 2 week period. This schedule is known as a "Flex" schedule.
- B. One uncompensated hour is allowed for lunch each day.
- C. No hours will be worked beyond 40 hours each week unless authorized by the Fire Chief or his representative. A formal authorization shall be required for each occurrence of work outside the normally scheduled work period.