

POLICY

It is the policy of the District that certain positions or roles require work periods when doing so is the best means of meeting the District's standards or when employees are receiving compensation or significant in-kind services from the District.

RESPONSIBILITIES

It is the responsibility of the **District Manager** or **Chief** to designate which positions or roles require work periods within the existing organizational structure.

It is the responsibility of the **District Manager** or **Chief** to specify the work periods for each position or role requiring work periods.

It is the responsibility of **employees** assigned to a position or role or position assignment that requires work periods to follow the work period specifications.

PRACTICES

1. The District Manager or Chief and fire officers shall continually monitor department conformance to the District's standards, e.g., response times.
2. The District Manager or Chief and fire officers shall strive to identify special causes and significant common causes of deviation from the District's standards, e.g., response times.
3. If the agreed upon corrective action to deviation from the District's standards requires work periods, then the District Manager or Chief will determine if the designation of work periods is within the existing organizational structure, including budgetary considerations.
4. The District Manager or Chief makes the appropriate designations to require work periods if the designation of work periods for a position or role is within the existing organizational structure. **Personnel Action Form 254-2** must be completed for an existing employee moving to a position with work periods. Work periods must be communicated in writing by the Personnel Officer to existing employees moving to a position with work periods and to prospective employees hiring into a position with work periods.

5. If the designation of work periods for a position or role is for a position or role that is not within the existing organizational structure, then the District Manager or Chief shall prepare a plan for the proposed changes in accordance with the Organizational Structure Policy.

IN-KIND SERVICES PRACTICES

1. The District Manager or Chief will specify the work periods for employees receiving significant in-kind services. Significant in-kind services include "resident" employees living in fire stations.
2. Work periods for "resident" employees shall not be less than forty-eight (48) hours per week, including sleeping time in which the employee is available for emergency responses.

RELATED POLICIES

Employment Definitions 118
Organizational Structure 342
Resident Assignment 490
District Residency 496
Absences 506

REVISION HISTORY

Revision Date	Author	Revision Details
May 12, 2022	Monte Olsen	Initial version