



## **PERSONNEL POLICY**

**SUBJECT: WORK WEEK, WORK PERIOD AND PAY PERIOD**

DATE: January 1, 2017

Number: 111-16

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### **I. Statement of Policy**

The purpose of this policy is to identify and differentiate Fulton County's standard work week, work period for certain staff, and standard pay period.

### **II. Establishment and Implementation of Procedure**

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.



## PERSONNEL PROCEDURE

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#### **I. Standard Work Week**

Fulton County's standard work week is seven (7) days beginning 12:00 a.m. Wednesday and ending 12:00 a.m. the following Wednesday. This standard work week applies to all employees except sworn law enforcement and fire protection employees (as discussed below in Section III).

The applicable Appointing Authority or other supervisor will assign employees to a 40-hour work schedule or shift for the work week. However, sworn law enforcement and fire protection employees may be assigned to work schedules that coincide with their applicable work periods. Employees working alternate schedules or shifts or who desire to explore the possibility of working an alternate schedule or shift should refer to Fulton County's Flextime and Telecommuting Policies for guidance.

All employees are expected to be at their desk or designated work area at the start of their scheduled shift, prepared to begin work.

Supervisors will schedule meal and rest periods as appropriate. Fulton County complies with federal and state laws in this regard. Please see Fulton County's Meal and Rest Breaks Policy for further details.

Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in total hours that may be scheduled each day and week.

#### **II. Work Period for Sworn Law Enforcement Officers and Fire Protection Employees**

The work period for all sworn officers and detention officers of the Sheriff's Office, Police Department, and Marshal's Office who are eligible under the Fair Labor Standards Act (29 U.S.C. § 207(k)) to accrue compensatory time shall be a 171-hour, 28-day work period. The work period for all fire protection employees of the Fire

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Department who are eligible under the Fair Labor Standards Act (29 U.S.C. § 207(k)) to accrue compensatory time shall be a 212-hour, 28-day work period. The 28-day work period begins 12:00 a.m. Wednesday and ends 12:00 a.m. the third Wednesday thereafter. The Fulton County standard work week (set forth in Section II above) shall apply to all other civilian personnel within the law enforcement and fire departments.

Sworn law enforcement employees who work more than 171 hours and fire protection employees who work more than 212 hours in a work period may earn overtime and/or accrue compensatory time as outlined in the County's Overtime and Compensatory Time Policy.

### **III. Standard Pay Period**

Fulton County's standard pay period is the combination of two (2) consecutive standard work weeks. To the extent required by law, other pay periods may be utilized.

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