

# WEBER COUNTY CORRECTIONAL FACILITY

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Volume

## ADMINISTRATION

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Chapter

## JB 15 - WORK HOURS

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JB 15/01.00 **GENERAL**

JB 15/01.01 **Purpose**

The purpose of this directive is to outline and describe the official work hours and policy of the WCCF.

JB 15/01.02 **Cross Reference**

Weber County Merit Manual  
Article 17 Work hour and rest periods.

JB 07 - Staff Code of Conduct

JB 15/01.03 **Definitions**

<b>competent authority</b>	for purposes of this chapter, the next higher level of authority within the member's chain-of-command for the specific work period
<b>FLSA</b>	Fair Labor Standard Act
<b>operations member</b>	member assigned to the operations units of the WCCF who have an assigned Post, usually requiring 24- hour coverage and relief
<b>WCCF</b>	Weber County Correctional Facility
<b>WCSO</b>	Weber County Sheriff's Office

JB 15/02.00 **WORK HOURS**

JB 15/02.01 **Policy**

It is policy of the WCCF that:

- A. all members shall comply with the work hours and work policies authorized by the Weber County Sheriff Office;
- B. for FLSA purposes, non-exempt members shall work from a fixed schedule;
- C. all operations members as directed, shall comply with attendance responsibilities associated with their post assignment for attendance at a pre-shift briefing;
- D. pre-shift briefings should not extend beyond ten minutes in duration;
- E. pre-shift briefings generally precede the members' actual occupation of the daily post assignment, unless otherwise directed by competent authority;
- F. pre-shift briefings are to ensure that critical Post information is passed from shift to shift;
- G. pre-shift briefings may encompass other administrative information, time permitting.

JB 15/02.02 **Rationale**

- A. Staff have a responsibility to comply with policies and directives of the WCSO and the WCCF concerning work hours. Providing written policies assists in instructing staff members regarding work hours requirements.
- B. Pre-shift briefings are intended to increase communication between shifts, provide the shift supervisor an opportunity to conduct staff inspections, and to pass on pertinent administrative information.
- C. Requiring selected staff members to attend a pre-shift briefing ensures that staff are present to relieve out-going staff members at designated times.

JB 15/02.03 **Procedure: Work Hours**

A. **Authorization for Work Hours**

Supervisors shall, with administrative approval, determine a fixed schedule for members under their supervision and document any exceptions to the fixed schedule.

B. On-Duty Hours

1. Members shall be considered to be on duty continuously from the start of their work periods until the end of their work period. Exceptions may be approved consistent with the provisions of this subsection.
2. Administration and Supervisory Level administrators require flexibility in work hours. With appropriate approval, or when necessary to meet immediate need, these administrators can vary work hours:
  - a. when appropriate, for the good of the WCCF and the WCSO; and/or
  - b. when otherwise approved.

C. Off-Duty Hours

Regular hours of active duty shall be assigned to each member. Members shall be considered “off duty” during other hours. A member, although technically “off duty”, shall always take action on any matter coming to his attention for which he is competent and authorized to respond. In meeting the requirements of this regulation, members shall not exceed the authority of their correctional or peace officer status.

D. Tardiness

All members shall be punctual in reporting for duty and/or other assignments as per WCCF policy JB 07, Staff Code of Conduct.

E. Absence From Duty

Every member who fails to appear for duty at the date, time and place specified without the consent of competent authority is “Absent Without Official Leave”. Such absences shall be reported, in writing, to the Jail Commander by the member’s supervisor as per WCCF policy JB 07, Staff Code of Conduct.

F. Physical Fitness

All members of the WCCF shall maintain themselves in good physical condition to the extent that the ability to perform their job is not impaired as per WCCF policy JB 07, Staff Code of Conduct.

- A. Tasks shall be assigned and wages paid in return for work completed on the expectation that a fully competent member is capable of the assigned workload within a normal pay period of 80 productive hours.
- B. Schedules shall be set to provide adequate staff coverage during the normal hours for County Agencies. County offices are open from 0800 to 1700 hours, Monday through Friday.
- C. The WCCF, with its varied functions and 24-hour operation in some component areas, shall vary work schedules and duty periods according to need.
- D. In those components which operate on a typical weekly schedule, members may, with approval of their immediate supervisor, select a daily starting time between 0700 and 0900 hours and a quitting time between 1600 and 1800 hours.

JB 15/02.05    **Procedure: Pre-Shift Briefings**

- A. When directed, each operational members' work day shall include a pre- shift briefing.
- B. This briefing shall begin as directed by the staff supervisor and shall require the operations member to be in attendance ten minutes prior to the actual time scheduled for relief of the outgoing member.
- C. Operations members shall be scheduled within an eight-hour and ten-minute window of attendance from beginning of pre-shift until relieved from their Post at the end of their work day, unless otherwise authorized as provided for in this directive.

JB 15/02.06    **Procedure: Lunch and Rest Periods**

- A. Each operations member's work day should include a 30-minute lunch break and may include two 15-minute work breaks (one in the 1<sup>st</sup> 4 hours and one in the 2<sup>nd</sup> 4 hours of the members work schedule).
- B. These break periods may not be adjusted or accumulated to accommodate a shorter work day.
- C. Any exceptions shall be approved in writing by the Jail Commander with approval of the Chief Deputy of the Division.

JB 15/02.07    **Procedure: Flexible Work Schedules**

- A. The WCCF is required to have adequate staff coverage during lunch and break periods.
- B. Flexible work schedules should be within a time frame of 0700 hours to 1800 hours and should consist of at least eight and one half (8½) hours. WCCF operations members may have a minimum of an eight-hour and ten-minute schedule with a one half (½) hour lunch allowed.
- C. Members may request their work schedules, but the WCCF administration shall have final approval.
- D. Exceptions, for cause, may be approved on a case-by-case basis, as approved in writing, by the WCCF Jail Commander and reviewed by the Chief Deputy of the Division.