



4.2 WORK HOURS

Overtime as set forth in Policy 4.6 shall be calculated based upon the following applicable established work periods in accordance with the FLSA and the Arkansas Minimum Wage Act (AMWA):

- 1) Non-Exempt employees - The established work period for non-exempt employees shall be a seven-day period starting at 12:00 a.m. Monday and ending at 11:59 p.m. the following Sunday. Non-exempt employees will be paid overtime for all hours worked over 40 in the standard work period. The standard work day will begin at 8:00 a.m. and end at 4:30 p.m. Monday through Friday.
- 2) Non-Exempt Police Officers - The established work period for non-exempt police officers shall be a 14-day period starting at 12:00 a.m. Sunday and ending at 11:59 p.m. the second Saturday. Non-exempt police officers shall be paid overtime for all hours over 84 that are worked in the established work period.
- 3) Non-Exempt 24-Hour Shift Firefighters – The established work period for non-exempt firefighters who work 24 or more hours in a shift shall be a 14-day work period starting at 7:00 a.m. Sunday and ending at 6:59 a.m. the second Saturday. Non-exempt firefighters who work 24 or more hours in a shift shall be paid overtime for all hours worked over 106 in the established work period.
- 4) Non-Exempt 12-Hour Shift Firefighters – The established work period for non-exempt firefighters who work 12-hour shifts shall be a 14-day work period starting at 7:00 a.m. Sunday and ending at 6:59 a.m. the second Saturday. Non-exempt firefighters who work 12-hour shifts shall be paid overtime for all hours worked over 84 in the established work period.

THOSE NON-EXEMPT EMPLOYEES UNDER CATEGORIES NOS. 2, 3 AND 4 ABOVE ARE COMPENSATED PURSUANT TO THE 207-K EXEMPTION OF THE FAIR LABOR STANDARDS ACT AND THE ARKANSAS MINIMUM WAGE ACT APPLICABLE TO LAW ENFORCEMENT AND FIRE FIGHTING PERSONNEL.

Department heads may vary an employee's schedules based upon departmental necessity. Flexible work arrangements are dependent on departmental requirements and are left to the discretion of the employee's supervisor or department head.

The city reserves the right to adjust and change hours of work, days of work, and schedules to fulfill its responsibility to the citizens of the City of Tontitown. In an emergency, previously scheduled hours of work, days of work, and work arrangements may be altered at the discretion of the Mayor or the employee's department head. Changes in work schedules will be announced as far in advance as practicable, but work schedules can be changed with little or no notice.

Whenever possible, full-time employee work schedules shall provide a rest period (break) during each four-hour work shift. Time off for a meal will be provided.