
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Hours of Work
POLICY NUMBER: 7015

7015.1 The working hours of the District employees will be determined by the District Manager, after considering the needs of the District's Programs, the needs and desires of the employees, and the costs of operation. Whenever practical, two weeks advanced notice of changes in working hours will be given.

7015.2 Office hours may be set differently from field work hours, as necessary to serve the public.

7015.3 Management employee hours may be set by agreement between each employee and the District Manager.

7015.4 Some specialized employees may be hired on the basis of the completion of assignments for each day constituting a full working day. These specialized employees are not required to meet the minimum hours per week criteria set forth in 7015.5 which apply to all other employees not so designated.

7015.5 The normal work week is 40 hours. When approved by the District Manager, a permanent and full-time employee may elect to work less than 40 hours per week, provided the work week exceeds a total of 30 hours. A person who so elects will be compensated on the portion of a normal 40 hours week actually worked with accumulation and use of vacation, holidays, and sick leave computed on a similar proportional basis.

7015.6 The District work week is Monday through Thursday, 6:00 AM to 4:30 PM. This schedule is known as a 4/10 schedule.

7015.7 Compensation for any necessary overtime work will not be credited until 40 hours are worked (worked hours in accordance with Section 7155.2) in any one week period.