

EL DORADO COUNTY FIRE PROTECTION DISTRICT
STANDARD OPERATING GUIDELINE

ARTICLE 4: ROUTINE PROCEDURES

EFFECTIVE DATE:04-12-2006

**SECTION 13: ADMINISTRATIVE OFFICE
DAILY PROCEDURES**

REVISED: 03-01-2021

4.13.1 **PURPOSE:** To establish work hours, breaks, lunch period, minimum office staffing level.

4.13.2 **PROCEDURE:** The regular work hour is established as follows:

A. 0800 to 1630 hours:

B. Breaks and Lunch

Breaks are to be taken on an "as needed" basis. Every attempt shall be made to limit each break to a maximum of ten minutes. The receptionist shall be notified when a break is taken in order to answer the telephone calls. Office staff is eligible for a maximum of two breaks per day.

Lunch is to be taken between the hours of 11:30 and 13:30, for a half-hour period. Lunches which extend beyond the half-hour period shall be made up at the end of the day (if scheduled to work until 4:30pm, the employee works until 5pm) or takes a half-hour vacation.

C. Physical Fitness Hour

As provided by the Board of Directors, the District shall make available to each office employee, one hour each day to exercise (cardio-vascular workout). It is the responsibility of the employee to manage their work schedule in a way that enables him/her to meet their assignments and exercise as well.

At no time shall the non-use of the physical fitness time provided be used for make-up of an extended lunch, leaving before the end of the workday, doctor's appointments, personal reasons, etc.

D. Minimum Staffing Level

Minimum staffing level shall consist of two office personnel. Exceptions will be addressed on a case by case basis.

4.13.3 Holidays, Vacation, Sick Leave

A. Holidays

On weeks where a holiday falls on the weekend, the paid holiday will be as follows:

Holiday falls on a Saturday: Holiday will be observed on the preceding Friday

Holiday falls on a Sunday: Holiday will be observed on the following Monday

B. Vacation

All vacation/time off requests shall be submitted to the Fire Chief for approval, at least two weeks prior to the vacation.

Approved vacations shall be written on the office calendar. Every attempt shall be made to schedule the vacation in advance. At no time shall more than two office staff be absent at the same time on vacation. Sign up on the calendar is on a first come, first serve basis.

C. Sick Leave

Whenever possible, notice of sick leave shall be given to the Fire Chief and a voice mail left at the Administrative office.

4.13.4 See MOU for further clarification and exceptions.