

## **Unit Order Thirteen - Work Schedules**

### **Reference:**

**Manual of Policy and Procedures 3-02/010.15, Work Schedules**

### **Purpose of order:**

**The purpose of this unit order is to establish policies and procedures regarding work schedules.**

### **Order:**

**In compliance with the Fair Labor Standards Act (F.L.S.A.), the following procedures have been established all personnel shall work a 40-hour work week. Optional work schedules include a 5/40, 4/10, or 9/80 with Saturday/Sunday as designated days off.**

**Start times will be between 0500-0800 hours. Any variances in start times shall be requested through a Team Lieutenant.**

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