


# East Lake Tarpon Special Fire Control District

	<b><i>SOP 212 Basic Work Period</i></b>	
	<b>Implementation Date: 11/2000</b>	<b>Revision Date(s): 08/28/2012</b>
		<b>Reviewed Date(s):</b>
	<b>Forms or Attachments: None</b>	

- The schedule of twenty-four (24) hours on duty and forty-eight (48) hours off duty shall be utilized. A work period shall consist of twenty-one (21) consecutive days. A work schedule of forty (40) hours may be assigned by the Fire Chief on an individual basis to provide for special conditions that might arise from time to time.

Mandatory Overtime will not exceed 48 hours inclusive of swaps, overtime and regular hours unless an emergency situation exists. Employees will have a minimum of 12 hours off duty prior to or after a 48 hour shift with the option at the employee’s discretion of working up to the allowed 72 hour maximum.

Work hours and work weeks of employees assigned to other related activities of the Fire Department shall be determined by the Fire Chief to meet the requirements of the Department and to provide service to the community. An employee covered by this agreement who may be assigned to a forty (40) hour work week, shall continue at the same annual rate of pay that the employee was receiving at the time of assignment. Holiday pay, vacation leave and sick leave shall be computed on the same basis as for other employees on a forty (40) hour work week.