

RESOLUTION NO. 20-03

A RESOLUTION OF THE COMMISSIONERS OF CAMBRIDGE, MARYLAND TO AMEND CERTAIN HOURS OF WORK POLICIES FOR CITY EMPLOYEES

WHEREAS, pursuant to the City of Cambridge Employee Manual of April 1995 (the "Employee Manual"), the Commissioners of Cambridge have established hours of work for City employees as set forth on page 2-13 therein; and

WHEREAS, the Commissioners of Cambridge are desirous of amending the hours of work for City employees to conform with current administrative practice and to allow supervisors greater flexibility in scheduling.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF CAMBRIDGE, that the Employee Manual page 2-13 be and it is hereby amended as shown on Page 2-13 attached hereto and incorporated by reference herein as if fully set forth.

ATTEST:

THE COMMISSIONERS OF CAMBRIDGE

Patrick C. Comiskey
City Manager

BY: _____
Victoria Jackson-Stanley
Mayor

Adopted the 30th day of March, 2020
Effective with the first payroll period ending after the 30th day of March, 2020

Hours of Work

It is the policy of the City to establish the time and duration of working hours as required by workload, citizen service needs, the efficient management of personnel resources, and any applicable law.

1. The normal workweek is Wednesday through Tuesday, beginning and ending at 6:00 a.m. Wednesday and consisting of thirty-seven and one-half (37.5) hours, except for uniformed members of the Cambridge Police Department, who shall work a fourteen (14) day schedule beginning and ending at 8:00 a.m. every other Wednesday and consisting of seventy-five (75) hours.
2. The schedule of hours for employees will be determined by each Department or Division Head, Police Chief, or by the City Manager. The Department or Division Head, Police Chief, or City Manager, as applicable, will inform employees of their daily schedule of hours of work, including meal periods and breaks, and of any changes deemed necessary or desirable by the city.
3. Department or Division Heads, the Police Chief, or the City Manager, as applicable, may schedule overtime or extra shifts when it is deemed necessary. Employees are not permitted to work overtime without the prior approval of the Division or Department Head, Police Chief, or City Manager, as applicable. Employees will be scheduled as to limit overtime work, and the City shall follow State and federal laws regarding overtime compensation, including the Fair Labor Standards Act. Non-exempt employees who are called back to work will be guaranteed a minimum of two (2) hours of time with the exception of Municipal Utilities Commission employees who are called back to work for emergency water shut-offs and uniformed members of the Cambridge Police Department who are required to attend court on their scheduled day off, who will be compensated a minimum of one (1) hour of time. Law enforcement officers that are required to attend court on their scheduled day off will be guaranteed a minimum of one (1) hour of time.

HOURS OF WORK

(2001)

It is the policy of the City to establish the time and duration of working hours as required by work load, citizen service needs, the efficient management of personnel resources, and any applicable law.

1. The normal workweek is Monday through Sunday, beginning and ending at midnight on Sunday, and consisting of thirty seven and one-half (37.5) hours, except for the members of the Cambridge Emergency Medical Service, and uniformed members of the Cambridge Police Department whose normal workweek shall consist of forty (40) hours. The normal workday will consist of seven and one-half (7.5) hours of work plus an unpaid meal period, except for the following: Uniformed members of the Cambridge Police Department whose normal workday shall consist of an eight (8) hour shift with sworn officers shift consisting of nine (9). Full time Advanced Life Support and Emergency Vehicle Operators/ Emergency Medical Technicians (EVO/EMT) employees' workday shall consist of shift rotations of 24 hours on duty, with 72 hours off duty. Permanent Part-Time EVO/EMT employees' workday shall consist of shift rotations of 24 hours on duty. Rest or breaks are considered as time worked.

2. The schedule of hours for employees will be determined by each Department Head. The Department Head will inform employees of their daily schedule of hours of work, including meal periods and rest or coffee breaks, and of any changes deemed necessary or desirable by the City.

3. Department Heads may schedule overtime or extra shifts when it is deemed necessary. Supervisors will assign overtime to non-exempt employees (those employees subject to the minimum wage and overtime provisions of the Fair Labor Standards Act) in the particular job for which overtime is required. Employees are not permitted to work overtime without the prior approval of their supervisor or Department Head. For the purposes of overtime compensation, the City will pay non-exempt employees time and one-half for hours worked in excess of the normal workday. In the event the City declares an emergency closing, essential non-exempt employees shall be compensated at time and one-half for all hours worked outside of the normal workday. Employees may request Compensatory Overtime Leave in lieu of overtime pay as provided in section "Compensatory Overtime Leave". Non-exempt employees who are called back to work will be guaranteed a minimum of two (2) hours overtime, except for Municipal Utilities Commission employees who are called back to work for emergency water shut-offs, who will be guaranteed a minimum of one (1) hour overtime. Law enforcement Officers that are required to attend court on their scheduled day off will be guaranteed a minimum of one (1) hour overtime.