



Policy and Procedure

Number: 128

Subject: Daylight Savings Time Transitions		
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POLICY

Members who work during the transition from Standard Time to Daylight Savings Time in the Spring and the return to Standard Time in the Fall shall be paid for the actual hours worked.

PROCEDURE:

Members will be paid for the actual time worked.

1. During the Spring Time change:
 - a. Members may use comp time to make up the difference between the actual time worked and eight hours.
 - b. Members may work beyond the time (Daylight Savings Time) their shift ends to work an actual eight hours.
 - c. Members may work until their shift ending time (Daylight Savings Time) and be paid for the actual time worked with the shift commander's approval.
2. During the Fall Time change:
 - a. Members may work until their shift ending time (Standard Time) and be paid overtime for the time beyond eight hours with the shift commander's approval.
 - b. If manpower allows and the Shift Commander approves, members may end their shift when they have worked eight hours.

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