



CITY OF FLINT
DEPARTMENT OF HUMAN RESOURCES
AND LABOR RELATIONS

Dayne Walling, Mayor

Donna D. Poplar, Director

POLICIES & PROCEDURES

CITY OF FLINT, MICHIGAN

Fatigue & Safety Policy

ISSUE DATE: November 29, 2010	DATE REVISED: No. of Pages: 2	SOURCE: City of Flint Policies and Procedures Manual
REVIEWED BY CITY ATTORNEY: Pete M. Bade	APPROVED BY DIRECTOR, HUMAN RESOURCES & LABOR RELATIONS: DONNA D. POPLAR	DATE APPROVED BY FLINT CITY COUNCIL: December 20, 2010
DATE REVIEWED: December 7, 2010	DATE APPROVED: December 1, 2010	RESOLUTION NO.: 101339

PURPOSE:

To promote the safety of City of Flint employees who may be engaged in emergencies that require working extended hours of overtime.

STATEMENT OF POLICY: Except in the case of an extreme emergency as designated by the Mayor or his/her department designee, employees will not be allowed to work more than sixteen (16) hours in a twenty-four (24) hour period and will have a continuous eight (8) hour period off between shifts. Employees who work more than sixteen (16) hours in a twenty-four (24) hour period will have the option to remain off duty on fatigue leave for their next regularly scheduled shift if the shift occurs the following calendar day due to job fatigue. Fatigue leave may be taken in four (4) hour increments, for up to a total of eight (8) hours. Fatigue leave may be taken without pay with no penalty being assessed, or by using accrued sick or annual leave, at the employee's option. ***In all cases, employees must have a minimum of five (5) continuous hours off within a twenty-four (24) hour period.***

EXCEPTIONS: Employees who are employed as 50.4 hour employees in the Flint Fire Department.

PROCEDURES:

1. Any employee who has worked a total of sixteen (16) consecutive hours in a twenty-four (24) hour period should be immediately relieved of duty by his/her immediate supervisor unless an extreme emergency has been declared by the Mayor or his/her designee.



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2. Should an employee work more than sixteen (16) consecutive hours and desire to take fatigue leave on their next regularly scheduled shift occurring the following day, they should notify their supervisor in writing of which designation the fatigue leave should fall under and for how many hours it will be. The leave may be designated as fatigue annual leave, fatigue sick leave or fatigue leave without pay, with the election being at the employee's discretion.

*A copy of this policy is available to all City of Flint employees
Via the City's website.*
