

# SHIFT & OVERTIME GUIDELINES

EXAMPLE: Normal Shift: 0700 – 1500 | Event Shift: 1300 – 0000



Members **cannot** adjust their work schedule to start earlier in order to gain more overtime.

## ACCEPTABLE OPTIONS

### 1 SPLIT SHIFT



Work in the normal office setting 0700 – 1300, then transition to the event as a special assignment from 1300 – 0000.

0700 – 1300

Normal Office Work

1300 – 0000

Special Assignment (Event)



OR

### 2 ADJUST START TIME



Adjust schedule to be a special assignment starting at 1300.

1300 – 0000

Special Assignment (Event)



## NOT ALLOWED



Members cannot adjust their work schedule to start earlier in order to gain more overtime.

### EXAMPLE (NOT ALLOWED)

Starting early to work more hours before the event.

0500 – 1300

Normal Office Work

1300 – 0000

Special Assignment (Event)



This is not allowed and cannot be used to increase overtime.



**KEY POINT:** Overtime is only for hours worked beyond your normal shift. You cannot change your schedule to create more overtime.