

CHAPTER 10 - WORKING CONDITIONS

This chapter covers work week definitions and special pay provisions for Kitsap County employees.

SECTION A WORK WEEK

1. Kitsap County pays employees every other Friday, for the prior two weeks ending on the previous Sunday. The work week, unless otherwise agreed upon in writing by the Employing Official and the employee, begins on a Monday and ends on a Sunday.
2. Departments and Offices have the ability to redefine the work week within the parameters of the Fair Labor Standards Act.

SECTION B WORK SCHEDULE

1. The department may adjust an employee's normal work schedule provided that the total scheduled work hours do not exceed 40 hours per week.
2. The department may accommodate the desires of the employees with respect to the assignment of shift and days off.
3. Office hours are determined by the Board of County Commissioners. Rest periods and meal breaks shall be coordinated so as to provide continuous service to the public during such office hours.
4. Flex hours, job sharing, or other alternative work arrangements may be made by mutual written agreement between the Employing Official and the affected employee.

SECTION C REST PERIODS/BREAKS

The department shall provide each employee with a fifteen (15) minute paid rest break during the first four (4) hour period of the work day, and a second fifteen (15) minute paid rest break during the second four (4) hour period of the work day. Employees scheduled to work 8 hours per day shall be provided with an unpaid thirty (30) minute period for a meal between the third (3rd) and fifth (5th) hour of each shift. Employees scheduled to work 10 hours per day shall be provided with an unpaid thirty (30) minute period for a meal between the fourth (4th) and fifth (5th) hour of each shift. Employees working three or more hours longer than a normal work day shall be allowed at least one thirty-minute unpaid meal period prior to or during the overtime period. No employee shall be required to work more than three hours without a rest period.

An employee may request and the supervisor may agree to a variance from these rules in accordance with WAC 296-126-130. A variance of rest breaks and/or meal periods are permitted only if: (1) it is completely voluntary by the employee, and (2) it is set forth in writing upon a form issued by the Human

Resources Department. The variance is discretionary and either the employee or the department may terminate the agreement at any time. Termination shall be in writing.

SECTION D ALTERNATIVE WORK ARRANGEMENTS

Kitsap County recognizes that there are circumstances where alternative working arrangements can be of a benefit to both Kitsap County and the employee. Alternative work schedules may result in increased services to the public, may increase employee morale and productivity, reduce commuter trips, and eliminate work space congestion in County buildings. Alternative work schedules are subject to the discretion of the Employing Official and shall be agreed upon, in writing, by the requesting employee and the Employing Official, or their designee. Alternative work schedules may include:

1. Flexible Work Schedule: Flexible work schedules are alternative work schedules with agreed upon work hours with different starting and quitting times for employees other than the standard work day.
2. Compressed Work Schedule: A compressed work schedule is an alternative work schedule that permits employees to increase the length of each work day so as to provide one day off every one or two weeks. (Examples include a 4/10 whereby the 40 hours in one-week period are scheduled in four 10-hour working days. Or, 9/80 whereby the 80 hours in a bi-weekly pay period are scheduled over nine working days.)
3. Telecommute Work Schedule: The use of telephones, computers, or similar technology to permit an employee to work from home, or alternative work location for one or more days per scheduled work week. (See [Appendix I](#))
4. Upon agreement by the Employing Official and the employee, a job-sharing arrangement may be established. All rights, terms and conditions of the job sharing agreement shall be in writing and agreed upon by the Employing Official and the employee.

SECTION E EMERGENCY COUNTY FACILITY CLOSURE

In the event of an official closure of county facilities and/or late opening due to severe weather conditions or other extraordinary events (earthquake, power outage, pandemic events, etc.), the closure or late opening shall be announced on the Kitsap County telephone information line on courthouse closure, specified radio stations and television channels, kitsapgov.com, and through the Kitsap Electronic Notification System for electronic alerts. (See [Appendix D](#))

SECTION F EMERGENCIES AND DISASTERS

Employees registered as an “Emergency Worker” as defined in RCW 38.52.010(7), and employees designated as “Emergency Essential” or “First Responders” may be assigned to any disaster service activity that promotes the protection of the public health and safety. The assignment might require serving at a particular location, and/or at times and/or under conditions that significantly differ from employee’s normal work assignments; this may include assignments to perform work outside of the bargaining unit. Other employees of Kitsap County, not previously registered as an “Emergency Worker”

may be called on to perform services as an “Emergency Worker” as defined in RCW 38.52.010(47), subject to the provisions of chapter 38.52 RCW. An employee’s rate of pay will not be reduced as a result of such assignments.