

EMPLOYEE WORK HOURS AND REST POLICY FOR SNOW PLOWING / EMERGENCY OPERATIONS

Purpose

This policy outlines the working hours and rest periods for Department of Public Works (DPW) employees involved in snow plowing or other emergency operations to ensure safety, productivity, and compliance with relevant labor laws.

Work Hours

Shift Scheduling: Emergency operation/ snow plowing shifts will be scheduled based on the severity and duration of the event, with consideration for employee safety and operational efficiency.

Maximum Work Hours: DPW employees involved in emergency operations/ snow plowing shall not work more than Five (5) consecutive hours without a break as defined below.

Rest Periods

Breaks: DPW employees shall be provided with scheduled one half hour breaks, which, to the extent be practicable, will be staggered amongst employees to maintain continuous snow removal or other necessary emergency operations.

Shift Rotation: Whenever possible, shift rotations will be implemented to allow employees to rest and avoid excessive hours of continuous work.

Consecutive Shifts: To the extent DPW employees involved in emergency operations/ snow plowing must work a consecutive shift, the employee will be given a _____ hour break between shifts. No employee engaged in emergency operations/ snow plowing shall be permitted to operate a vehicle for more than two consecutive shifts with the conditions established in this section 3.3.

Under no circumstances will employees engaged in snow plowing or other emergency road services be permitted or required to operate a motor vehicle in a manner violative of N.J.S.A. 2C:11-5

Documentation and Reporting

DPW employees and supervisors shall maintain accurate records of work hours, rest periods, and overtime. These records will be submitted in accordance with established payroll and timekeeping procedures.

Safety

The safety of employees is paramount. DPW management will regularly review safety protocols and provide necessary equipment and training to ensure the well-being of personnel and the public.

If weather conditions or the physical state of employees jeopardize safety, DPW management has the authority to make operational adjustments, including suspending or delaying efforts.

Compliance with Labor Laws

This policy will be administered in accordance with all applicable federal, state, and local labor laws.

Revision and Review

This policy will be reviewed periodically to ensure its effectiveness and compliance with changing laws and regulations.

Training and Communication

DPW employees will receive training on this policy and its implementation. It is essential to ensure that employees understand the importance of following the policy for their safety and well-being.