

**CITY OF GREEN BAY DEPARTMENT OF PUBLIC WORKS  
STANDARD OPERATING GUIDELINES**

<b>Title:</b> EXTENDED OPERATIONS	<b>Guideline Number:</b> DPW SOG 4
<b>Initial Effective Date:</b> June 26, 2013	<b>Revision Date:</b> June 26, 2013

This guideline applies to all City of Green Bay-DPW Operations Division employees.

**Definitions:**

Planned extended operation. DPW activity that causes employees to work beyond or outside of a normal work shift, but is anticipated with adequate advance notice to afford management time to effectively establish an employee scheduled work rotation. An example of this is physical monitoring of sewer lift stations.

Un-planned extended operation. DPW activity that causes employees to work beyond or outside of a normal work shift, and is NOT anticipated with adequate advance notice to afford management time to effectively establish an employee scheduled work rotation. An example of this is a spreading (i.e. – ice control) or full snow plow operation.

**Procedure:**

General Considerations. It is understood that all DPW employees maintain a service obligation to the City of Green Bay. As such, a significant number of DPW employees may be needed to complete an extended operation at any time of the day or night, on any day of the year. Examples of extended operations include but are not limited to snow plowing, flooding and high water events, natural disaster clean-up, etc. In order to perform critical functions, DPW reserves the right to revoke pre-approved leave time to secure appropriate employee coverage for the City's needs.

Management may modify employee work schedules to accommodate extended operations. Depending on the activity, employees may be scheduled to work shifts other than what they would typically work. Duration of extended operation work shifts will be determined by management and shared with employees in advance whenever possible.

Full-time DPW employees will be afforded the opportunity to work a 40-hour work week, regardless of their work schedule on any day of the week. This would be appropriately prorated for a regularly scheduled part-time employee.

Employees for extended operations will be assigned job duties per the terms set forth in the DPW SOG 2, Call-In Process.

Extended operation assignments will be made by job classification, availability of equipment and openings on routes. Seniority will not be used to change job or equipment assignments.

Before a planned extended operation commences, management will establish a scheduled work rotation and inform employees of the schedule.

Before the end of an unplanned extended operation, management will attempt to estimate the remaining duration of the operation and inform employees accordingly.

**Process:**

DPW employees who have been off duty for less than 4-hours between the end of a regular workday shift and beginning of an un-planned extended operation may be limited to a 12-hour extended operation work shift, unless they are scheduled in a call rotation.

If an extended operation requires a limited number of employees and adequate relief employees are available to continue the operation for an indefinite period of time, then DPW employees may be extended to a maximum 12-hour work shift.

If an extended operation requires the majority of DPW employees (e.g. – full snow plow operation, disaster clean-up, etc.) and there are not enough employees to relieve existing employees and continue the operation to completion, then DPW employees may be extended to a maximum 16-hour work shift.

The 16-hour work shift limit may be extended under one or more of the following conditions:

- 1) The work at hand must be completed to address emergency and/or public safety conditions.
- 2) The work must be completed in a timely manner and there are inadequate employees available to relieve employees approaching the end of their intended shift.
- 3) DPW makes all attempts to complete required work within a reasonably short time period (e.g. – 2 hours or so) beyond the 16 hour period.
- 4) Employees working beyond 16 hours are able to operate equipment and perform tasks safely and effectively.

At the end of an extended operation work shift, employees will be afforded a relief period. Actual duration of the relief period will be at least four 4-hours, and will be determined by management. Duration of the relief period will be disclosed to the employee before they leave the work site.

Management retains the right to modify the duration of an employee's extended operation work shift under the following conditions:

- 1) Demonstrated symptoms of employee fatigue that are confirmed by management.
- 2) Injury or illness of employee; including medication interactions identified by a health care provider.

- 3) Demonstrated reduction in employee work performance.
- 4) Insubordination, disobedience, negligence, or failure to perform work assignments, duties, or to accept direction from management.

Once an extended operation is completed, any employee who has worked in excess of 12 consecutive hours will not be eligible for call-in for a minimum of 4-hours. The 4-hour relief period may be waived to facilitate a necessary emergency response if other appropriate employees cannot be secured to perform the required task.

**Approval:**

Department Head: /s/ Steven Grenier	Date: June 26, 2013
Human Resources Director: /s/ Lynn M. Boland	Date: June 26, 2013

*This guideline is a supplement to the Public Works Department policies and procedures and/or City of Green Bay policies and procedures. The City reserves the right to change, revise and/or delete this guideline with advance notice to the affected employees. This guideline is not subject to the grievance procedure.*