

	<b>STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</b>		POLICY AND PROCEDURE NUMBER <b>08.03.020</b>	PAGE 1 of 2
	<b>Policy and Procedure</b>			EFFECTIVE DATE May 15, 1998
SUBJECT <b>Equipment Hours of Operation</b>			SUPERSEDES	DATED
TITLE <b>Personnel Administration</b>	CHAPTER <b>Safety</b>	APPROVED BY Signature on File		

## PURPOSE

This Policy creates a statewide cap on Equipment Operator hours worked to help insure worker safety by precluding exhaustion from excess on-the-job hours.

## POLICY

The following guidelines are maximum recommended work hours for State Department of Transportation and Public Facilities (DOT&PF) Equipment Operators and will be applicable to all DOT&PF highway, airport, and facility maintenance personnel.

**Maximum Hours:** A maximum scheduled 12 hours per work day, not to exceed 13 days without a day off, except for "Emergencies" and crews who work a seven day on, seven day off rotation.

**Non-scheduled working hours** should not exceed 16 hours per day, except in dire emergency situations, where employees should safely work as many hours as it takes to address the emergency.

**Call Outs.** Under the current Labor, Trades, and Crafts (LTC) Bargaining Agreement, when an employee is called back to work later than four (4) hours after the completion of the employee's shift, the employee is paid a minimum of four (4) hours pay at the appropriate overtime rate even if the actual hours worked is less than four (4) hours. For purposes of this policy, only the number of hours actually worked should be counted.

**Mandatory break periods** should be taken - a minimum 8 hours off after a 16 hour shift, or 2 work days off after four 16 hour shifts.

**Overtime.** In accordance with current labor agreements, employees will remain able to refuse overtime (except in dire emergency).

## AUTHORITY

AS 44.17.010

AS 44.42.020

## **IMPLEMENTATION RESPONSIBILITY**

Deputy Commissioners  
Regional Directors  
Systems Director/Manager