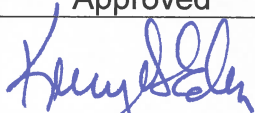





Administrative Policy

Title: Fatigue Time Policy				
Administered By: Administrative Services (Human Resources)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01400.403	07-29-13 (08-13-13)	01-03-17		

This Policy had been numbered Policy 200.51. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 200.51
 Issued: 07-29-13
 Revised: 08-13-13



ADMINISTRATIVE POLICY

SUBJECT: Fatigue Time Policy					
ADMINISTERED BY: Human Resources					
SECTION NO.	POLICY NO.	ISSUE DATE	REVISION DATE	DEPARTMENT HEAD APPROVAL	CITY MANAGER APPROVAL
200	51	7/29/2013	8-13-13		

I. PURPOSE

The City of Corona has a vital interest in protecting the health and safety of its employees and avoiding costly losses due to work place injuries and illnesses related to fatigue.

The City will fairly compensate designated employees with sufficient paid time off, when deemed necessary, after an urgent or emergency response requires excessive extended hours be worked outside of normally scheduled hours including on call, call out, or standby pay assignments to reduce safety hazards associated with employee fatigue.

This policy does not apply to police or fire sworn officers.

II. SCOPE

This Policy establishes guidelines and responsibilities for departments with employees who may be called out to respond to an urgent or emergency situation or other special circumstance whereby the employee is required to work excessive extended hours which may not allow for a sufficient period of time between the emergency work shift and the regularly scheduled work shift for the employee to obtain restorative sleep or rest to ensure they are alert and able to perform their routine duties safely.

III. DEFINITIONS

Circadian Rhythm: A bodily rhythm that is cyclic and recurs every 24 hours. It increases alertness and performance during the day and drives us to sleep at night.

Emergency / Urgent: A serious unexpected and potentially dangerous situation requiring immediate action.

Fatigue: A state of impaired physical and/or mental performance and lowered alertness. Influences on fatigue include, but are not limited to restorative sleep, physical or mental activity, refreshment, time of day and length of time awake.

IV. PURPOSE AND OBJECTIVE

The City of Corona has an obligation to minimize risk due to employee fatigue while at the workplace or while carrying out activities on behalf of the City of Corona.

Where the effects of fatigue and/or the nature of the work being performed induces fatigue causing impairment to an employee's health and safety, the City of Corona will ensure that appropriate and reasonable management action, consistent with this policy, is taken.

The objective of this policy is to provide appropriate knowledge, skills and tools for the safe management of fatigue to:

- A. Maintain a safe and healthy work environment;
- B. Minimize the risk to employees, contractors, visitors, and the public;
- C. Act as a minimum standard to consider paid time off compensation when employees are affected by fatigue because of their work schedule.

V. RESPONSIBILITIES

Every employee has a responsibility to ensure that fatigue does not affect their or their coworker's health and safety in the workplace.

Managing fatigue is considered a shared responsibility between the City of Corona and its' employees. The City is responsible for providing a safe work environment, including safe equipment, material, training, work practices, and work schedules.

- A. Directors and Department Heads Department Heads, or their designee, are responsible for the final determination in regard to compensating employees with paid time off when an employee is recognized as suffering from fatigue due to excessive, extended work shift and can provide data as to the emergency or urgent matter that was present.
- B. Supervisors Supervisors are responsible for ensuring that, to the extent possible fatigue is considered in planning work scheduling and allocation, taking into consideration risk factors that contribute to fatigue such as those noted below:
 - Working in high heat, cold temperatures, or humid conditions,
 - Working in high risk situations,
 - Heavy or exhausting physical activity;
 - Work task/activities requiring concentration or high levels of muscular exertion for extended periods of time;
 - Sleep patterns affected by frequent call outs over a limited period and extended hours of work;

- Working without a rest break to meet critical deadlines/milestones.

Supervisors are also responsible for making assessments as to whether an employee is experiencing fatigue and making recommendations to the Department Head, or designee as to whether time away from work with pay is warranted.

C. Employees: Employees who are on authorized fatigue time will be held accountable to the standards of conduct set forth by the City and their department. Employees are responsible for ensuring they are fit for duty by taking into account their lifestyle or other factors that could influence fatigue while at work. Employees are also responsible for notifying their supervisor when they are experiencing fatigue at work.

VI ASSESSING FATIGUE

A. Risk Assessment Guide for Fatigue

Assessing the risks of fatigue can be difficult because people respond differently to situations that may contribute to fatigue. It is well established, however, that there are some factors that will contribute to fatigue in most individuals either because normal body rhythms that regulate sleep are disrupted or because there is inadequate time for rest and recovery. There are potentially many work factors contributing to fatigue, but the main ones are:

- Total number of hours worked;
- Length of shifts;
- Length of the break between shifts;
- Number of breaks within a shift;
- Number of days free from work;
- Number of night shifts worked, especially consecutive night shifts; and
- Number of times on call.

These factors have been used to develop a guide to assess the risks of fatigue in situations where work patterns, such as shift work, extended hours and on-call arrangements are involved. The guide is based on a 7 day work cycle but can be extended for use with longer work cycles. It can be used to assess the risk of fatigue in people, work situations, or work scheduling.

RISK ASSESSMENT GUIDE FOR FATIGUE					
(based on a 7 day work cycle)					
LOW RISK	✓	MEDIUM RISK	✓	HIGH RISK	✓
Less than 50 hours worked		50-70 hours worked		More than 70 hours	
Shift length of 10 hrs or less		Shift length of up to 12 hours		Shift length exceeds 12 hrs	
Min 12 hr break between shifts		8-12 hour break between shifts		Less than an 8 hr break	
No night shifts		Up to 3 night shifts		4 or more night shifts	
Short breaks taken during shift		Single break taken during shift		No breaks taken during shift	
2 or more days free from work		1 day free from work		No days free from work	
On-call no more than 3/7 days		On-call up to 5/7 days		On-call more than 5/7 days	
Total number of ✓'s x 1		Total number of ✓'s x 2		Total number of ✓'s x 3	
Total Points:			Low Risk: up to and including 11 points Medium Risk: 12 – 17 points High Risk: 18 or more points		