

## Hourly (non-exempt) Employee Weekly Work Schedule Naming Convention

Example: F 00 1 063 A  
(1) (2) (3) (4) (5)

### (1) Type of schedule:

- F = Full Time - that does not vary.
- P = Part Time - that does not vary.
- R = Rotating - Public Safety only.
- V = Varies - Full or Part-time that varies in days worked, hours worked or meal break.

### (2) Meal Break:

- 00 = No meal break
- 30 = 30 minute meal break
- 45 = 45 minute meal break
- 60 = 60 minute meal break

### (3) First workday of workweek:

- |               |              |
|---------------|--------------|
| 1 = Sunday    | 5 = Thursday |
| 2 = Monday    | 6 = Friday   |
| 3 = Tuesday   | 7 = Saturday |
| 4 = Wednesday |              |

### (4) Start time of first workday:

Examples: 06 3  
(A)(B)  
(A) = 06 is 6 AM - hour in military time.  
(B) = 3 is :30 - half past the hour.  
"063 = 6:30 AM      "064 = 6:45 AM  
"061 = 6:15 AM      "213 = 9:30 PM

### (5) Sequence to make like schedules unique.

## Hourly (non-exempt) Employee Daily Work Schedule Naming Convention

To be used for Work Schedule Substitutions.

Example: 0 07 A  
(6) (7) (8)

### (6) Meal Break:

- 0 = No meal break
- 3 = 30 minute meal break
- 4 = 45 minute meal break
- 6 = 60 minute meal break

### (7) Start time - hour only:

Example: 07  
(A)  
(A) = 07 is 7 AM - hour in military time.

### (8) Sequence to make like schedules unique.