



Delaware County Regional Sewer District Standard Operating Procedure

Subject	Effective	Supersedes	This Sheet	Total
Continuous Operations Policy	April 1, 2019	NEW	1	3

1.0 Purpose

- 1.1 The purpose of the Delaware County Regional Sewer District (DCRSD) Continuous Operations Policy is to formally document the previously established schedule to be worked for continuous operations at DCRSD’s Alum Creek Water Reclamation Facility (WRF) and Olentangy Environmental Control Center (OECC). This policy is designed to formally document the existing operator workweek to provide continuous 24 hour 7 days per week staffing at those two facilities only.

2.0 Definitions

Workweek- In accordance with Fair Labor Standards Act (FLSA), an employee’s workweek is a fixed and regularly recurring period of 168 hours – seven consecutive 24-hour periods. The workweek need not coincide with the calendar week but may begin on any day and at any hour of the day. Different workweeks may be established for different employees or groups of employees.

Day Operators- Operators working 7 a.m. to 7 p.m. on their normal 12 hour workdays.

Night Operators- Operators working 7 p.m. to 7 a.m. on their normal 12 hour workdays.

3.0 Policy

- 3.1 In order to provide continuous operations (24 hours/day, 7 days/week) at the Alum Creek WRF and OECC, two twelve-hour shifts are split between “day operators” and “night operators”.
- 3.2 There are 2 Day Operators and 2 Night Operators at Alum Creek WRF and 2 Day Operators and 2 Night Operators at OECC.
- 3.3 The Day and Night Operators work a schedule of six 12 hour days followed by one 8 hour day for a total of 80 hours. The Day and Night Operators are then off work for the remaining seven calendar days of that pay period.
- 3.4 The 40 hour week is split on a different day and time for each operator to allow for continuous operations. The operator workweek split is as follows:

3.4.1 Day Operators

- One operator at each plant works Friday to Thursday with the workweek split at 11 a.m. on Monday of each week of the pay period such that 4 hours on Monday goes to the first week’s calculation of hours worked and 8 hours on Monday goes to the second week’s calculation of hours worked. An example schedule and workweek split for the pay period is shown below:

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Day Operator 1 Schedule

Day of Week	Hours Worked	Workweek Split
Saturday	12	
Sunday	12	
Monday	12	11 a.m. splits
Tuesday	12	
Wednesday	12	
Thursday	8	
Friday		
Saturday		
Sunday		
Monday		11 a.m. splits
Tuesday		
Wednesday		
Thursday		
Friday	12	
Total Hours	80	

- One operator at each plant works Friday to Thursday with the workweek split at 11 a.m. on Monday of each week of the pay period such that 4 hours on Monday goes to the first week’s calculation of hours worked and 8 hours on Monday goes to the second week’s calculation of hours worked. An example schedule and workweek split for the pay period is shown below:

Day Operator 2 Schedule

Day of Week	Hours Worked	Workweek Split
Saturday		
Sunday		
Monday		11 a.m. splits
Tuesday		
Wednesday		
Thursday		
Friday	12	
Saturday	12	
Sunday	12	
Monday	12	11 a.m. splits
Tuesday	12	
Wednesday	12	
Thursday	8	
Friday		
Total Hours	80	

3.4.2 Night Operators

- One operator at each plant works Thursday to Wednesday with the workweek split at 3 a.m. on Sunday of each week of the pay period such that 8 hours on Sunday goes to the first week’s calculation of hours worked

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and 4 hours on Sunday goes to the second week's calculation of hours worked.

Night Operator 1 Schedule

Day of Week	Hours Worked	Workweek Split
Saturday	12	
Sunday	12	3 a.m. splits
Monday	12	
Tuesday	12	
Wednesday	12	
Thursday		
Friday		
Saturday		
Sunday		3 a.m. splits
Monday		
Tuesday		
Wednesday		
Thursday	8	
Friday	12	
Total Hours	80	

- One operator at each plant works Thursday to Wednesday with the workweek split at 3 a.m. on Sunday of each week of the pay period such that 8 hours on Sunday goes to the first week's calculation of hours worked and 4 hours on Sunday goes to the second week's calculation of hours worked.

Night Operator 2 Schedule

Day of Week	Hours Worked	Workweek Split
Saturday		
Sunday		3 a.m. splits
Monday		
Tuesday		
Wednesday		
Thursday	8	
Friday	12	
Saturday	12	
Sunday	12	3 a.m. splits
Monday	12	
Tuesday	12	
Wednesday	12	
Thursday		
Friday		
Total Hours	80	

3.5 For the purposes of calculating overtime any hours worked in excess of 40 hours in the scheduled operator workweek will be paid at the overtime premium rate.