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

**Example:** F 00 1 063 A  

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#### (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
- 2 = Monday
- 3 = Tuesday
- 4 = Wednesday
- 5 = Thursday
- 6 = Friday
- 7 = Saturday

#### (4) Start time of first workday:
- **Examples:** 06 3  
  
  (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

**Example:** 0 07 A  

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#### (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) = 07 is 7 AM - hour in military time.

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