



Facilities Management Department
DFM Policy # 011

Subject:	Heating Plant Operating Hours
Reference:	Facilities Management Policy
Application:	All Heating Plant Employees
Effective Date:	December 17, 2009

I. GENERAL

Because of the unique operational requirements of the Central Heating Plant, unlike other DFM employees, Heating Plant employees are provided a *paid* 30 minute meal period. During the 30 minute meal period, employees must remain at the physical worksite and available to perform key duties to ensure that the Plant operates within acceptable parameters.

This policy is necessary due to the requirement of Central Heating Plant to be in operation and continuously monitored by qualified Boiler Operators 24 hours a day, seven days a week.

II. PURPOSE

The purpose of this policy is to document operating hours and specifically addresses meal period rules, and reschedule time off allowed to operators who work during the Holiday Break period in December of each year.

III. RESPONSIBILITIES

It is the responsibility of operational managers, supervisors, and Sr. Boiler Operators (who are considered shift leaders) to ensure compliance with this policy.

IV. POLICY

A. OPERATING BASIS

The Central Heating Plant operates on a fixed and or rotating shift basis during the heating season. Two operators are normally "On Duty" on each shift.

B. OPERATING SCHEDULE

Because the boilers cannot be left unattended, the Boiler Operators observe the following 24 hr shift schedule at any time the boilers are in operation:

12 am – 8 am
8:00 am – 4:00 pm
4:00 pm – 12:00 am

During campus-wide steam shutdowns, summer months, and other periods when the Central Heating Plant boilers are not in operation:

The Central Heating Plant will not be manned on a 24 hr shift schedule during these periods. Supervisors will provide an adjusted work schedule for Boiler Operators and other Heat Plant staff.

C. MEAL PERIOD RULES

Because the boilers cannot be left unattended while in operation, the following meal period rules apply:

Boiler Operator shifts are scheduled for eight (8) uninterrupted hours of work. Boiler Operators shall be compensated for a 30-minute meal break during each eight (8) hour shift period. Boiler Operators are expected to remain in the Central Heating Plant at all times while on shift, attentive to every aspect of safe and efficient boiler operation even during meal periods.

D. Comp Time

Heat Plant employees who work during the December holiday period continue to have the option of being paid at a rate of time and one half for hours actually worked **OR** the option to reschedule days worked during the holiday period for another time during the year. Rescheduled time off is granted at the rate of time and one half for each hour worked. (10 holidays up to a maximum of 15 days) Employees are required to notify their Supervisor and Manager, in advance of which option they wish to exercise each December period. Rescheduled Holidays must be fully utilized by June 30th of each year.

OTHER DUTIES

Occasionally on the 8am to 4pm (day) shift the 2nd Boiler Operator or other personnel working as a Boiler Operator may be required to respond to an “Emergency on Campus” or briefly be called to report to the DFM office.

Under no circumstances will the boiler be left unattended at anytime while in operation. Boiler Operators may **NOT** leave the campus for any reason whatsoever while on shift. In the event that a Boiler Operator must leave prior to the completion of his/her scheduled shift due to family emergency or illness, the affected Boiler Operator is **NOT** relieved from duty until a replacement operator arrives.

Failure to comply with this policy will be grounds for immediate discharge of employment at Western Kentucky University