

**FLOYD MITCHELL CHICKASAW
SOLID WASTE MANAGEMENT AGENCY**

EXTENDED HOURS POLICY

January 2011

The FMC landfill understands there may be occasions when a company or individual may need to request the landfill remain open beyond the normal 7-3 M-F operating hours. Such additional hours result in additional expense for at least three employees to remain after hours and to incur over-time wages. Such extra time and expense will result in an exceedance of the approved budget. Recognizing this additional expense, the FMC Board establishes the following policy for determining when the landfill will remain open beyond the established operating hours and how the Director will be authorized to recover the related expenses.

- **Modification of hours due to hazardous or windy weather conditions** – When required to close before 1 PM due to windy or hazardous weather conditions, staff will plan to open ½ hour earlier on the next regular operating day.
- **Extended hours following a holiday and long holiday weekend** – When a holiday occurs resulting in the landfill being closed for one or more days, the staff will open ½ hour earlier on the next regular operating day.
- **Extended hours at the request of a waste hauler or contractor working on a special demolition project with long work days** – If a waste hauler or contractor believes additional hours are needed to complete a project such as a demolition or major clean up, they may request the landfill stay open additional hours. The request must be in writing and submitted to the Director at least three business days in advance. The Director may waive this time requirement if he (she) believes the circumstance is an emergency or crisis situation **and** if staff is able to accommodate the unexpected change in hours.

The charge for any extended hours will be based upon the actual overtime cost incurred. Current operations require three employees to operate the scale, compact the waste, and apply daily cover. At the current overtime hourly rate, three employees will cost an average of \$100/hour. Any individual or company requesting the landfill staff remain open extra hours (other than those following a holiday or windy/hazardous weather) will be invoiced at the rate of \$100/hr. This rate is subject to changes based upon the approved Agency budget.

The Agency Board may waive this overtime charge if upon review of the circumstances and a majority vote of the Board members, the Agency feels that the circumstances do not warrant the charge.

Approved by the full FMC Agency Board January 18, 2011