

# CALIFORNIA STATE RAILROAD MUSEUM

## SACRAMENTO SOUTHERN RAILROAD

### CIRCULAR –6

### STANDARD CLOCKS

APRIL 25, 2014

1. STANDARD CLOCKS

- a. Standard clocks will be labeled with a sign that reads "Standard Clock."
- b. Employees responsible for setting standard clocks will make sure clocks show the correct time.
- c. Continental time (0100 hours, 0200 hours, etc.) may be used.

2. WATCH REQUIREMENT

- a. While on duty, all employees who do not work in an office with a standard clock must have a watch.
- b. The watch must:
  - 1) Be in good working condition and reliable.
  - 2) Display hours, minutes and seconds

3. TIME COMPARISON

- a. Every day before beginning work, all employees must do one of the following:
  - 1). Compare their watch with a standard clock.
  - 2). Ask the Crew Dispatcher for the correct time.
  - 3) Compare their watch with an employee who has the correct time.
  - 4) Compare their watch with the time service designated in the special instructions.
- b. Employees must make sure their watch does not vary from the correct time by more than 30 seconds.

4. DEFINITION OF SSRR STANDARD CLOCK

- a. The clock on the west wall of the Crew Dispatchers' office is the standard clock for the SSRR.
- b. On any day a Crew Dispatcher is assigned to duty, as soon after reporting for duty as possible, that person shall assure the clock is accurate by comparing with an online time service.

5. SETTING STANDARD CLOCKS

Employees who set standard clocks must compare time with an online time service as soon as possible.

6. START OF DAYLIGHT SAVINGS TIME

- a. Annually effective 2:00 A. M., on the second Sunday in March, Standard Time is set ahead one hour to indicate 3:00 A.M.
- b. Employees On Duty after 2:00 a. m., the Second Sunday in March
- c. Employees, who are subject to standard time rules, going on duty at or after 2:00 A. M., the second Sunday in March must:
  - 1) Set their watches ahead to the correct time.
  - 2) Compare time at the first opportunity with a standard clock or with the crew dispatcher.
  - 3) Know they have the correct time.

7. END OF DAYLIGHT SAVINGS TIME

Annually effective 2:00 A. M. the first Sunday in November, Daylight Savings Time is set back one hour to indicate 1:00 A. M.

8. EMPLOYEES ON DUTY AFTER 2:00 A.M. THE FIRST SUNDAY IN NOVEMBER

Employees, who are subject to standard time rules, going on duty at or after 2:00 A.M. the first Sunday in November, shall:

- a. Set their watches back to the correct time.
- b. Compare time at the first opportunity with a standard clock or with the Crew Dispatcher.

- c. Know they have the correct time.

**End of Circular — 6**

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