



## Personnel and Administrative Policy and Procedure

<b>SUBJECT: Hours of Work</b>	<b>EFFECTIVE DATE: January 15, 2008</b> <b>REVIEWED:</b> <b>REVISED: December 2012</b>
<b>CATEGORY: 200</b> <b>POLICY NUMBER: 200.26</b>	<b>CROSS REFERENCE: AFSCME: Article 6:</b> Hours of Work; <b>MPEA Article 7: Hours of Work</b> Sick Leave Policy and Procedure 200.51

**Purpose:** To establish guidelines for hours of operation.

**Scope:** All employees.

**Policy:** Full time is considered forty (40) hours per week. Generally, operations staff works 7:00 a.m. – 3:30 p.m. with a thirty (30) minute unpaid lunch period. Office hours for City facilities are 8 a.m. – 5 p.m. and staffs in those locations generally work 8 a.m. – 5 p.m. with a one (1) hour unpaid lunch period. The library is a seven (7) day a week operation and hours of work for staff vary depending upon business need. In some instances, when there is a business reason, departments have adopted a four day work week with ten hour work days for certain groups of employees. If it is in the best interest of serving the public, department heads, with the approval of the City Manager, may establish operating schedules that vary from the normal work schedule, for their department.

All employees who are scheduled to work six (6) consecutive hours or more shall be granted an unpaid lunch period of thirty (30) to sixty (60) minutes, depending on their work schedule. Such lunch periods shall be taken as near to the midpoint of the work shift as possible and shall be consistent with the City's need to provide service to the public. If the work period is at least six hours but less than seven hours, the meal period is to be taken between the second and fifth hour worked. If the work period is more than seven hours, the meal period is to be taken between the third and sixth hour worked.

Per the AFSCME contract "All employees shall receive a fifteen (15) minute rest period for each four hours worked consecutively. If possible, such rest period shall be scheduled near the midpoint of the four hour work period."

**All employees are expected to report to their assigned work location for work at their scheduled starting time on every scheduled workday, unless authorized for a different work schedule by their immediate supervisor.** Employees shall comply with departmental notification procedures and those found in the Sick Leave Personnel and Administrative Policy and Procedure if unable to report for work on time or if an extraordinary circumstance occurs which would cause the employee to be absent. No employee may be absent from duty without prior approval of the immediate supervisor or without following the established call-in procedures for sick leave.

Any unauthorized absence from duty shall be deemed absence without pay and will be grounds for disciplinary action up to and including termination.

**Guidelines for Use:** Employees may also request a flex schedule. It is up to the immediate supervisor to decide whether to approve the request based on business needs and impact on service delivery and co-workers. If flex schedule is approved, the employee is generally still required to work during the core

hours of 10 a.m. – 3:00 p.m. except for those in library service or on a 24/7 operation. Exceptions may be made based on business necessity and with the approval of Human Resources.

## **Responsibilities**

### Employees:

- Report to work on time and complete scheduled hours of work.
- Follow appropriate procedures for notifying supervisor if unable to work all scheduled hours.