

## SECTION 7 – ATTENDANCE

Effective 1/21/09  
Replaces Policy \_\_\_\_\_  
Dated \_\_\_\_\_

Regular attendance and punctuality are very important responsibilities of City employees. Except for scheduled and/or authorized time off or unavoidable absences, every employee is expected to be present and on time for work.

Attendance and dependability are important factors in determining eligibility for merit increases and promotion. Lateness and unexcused absenteeism interfere with Departmental and City operations and may result in disciplinary action up to and including termination of employment. Any employee who is going to be absent or late must personally notify his or her supervisor within the guidelines established in accordance with department policy.

### 7.1 Hours of Work.

A. *Full-Time Employees.* The normal workweek for regular full-time employees consists of forty (40) hours and begins on Friday at 6:01 am and ends Friday at 6:00 am. Hours of work for Fire Department Combat Personnel are governed by the collective bargaining agreement. Department Directors are authorized to establish work schedules that may deviate from the standard with the approval of the City Manager.

B. *Normal Work Hours.* The normal workday may consist of eight (8), ten (10) or twelve (12) hours of work.

Customarily meal periods of one half (1/2) hour or more are not paid. The Department Director or their designee determines the schedule of hours for their employees. Employees are informed of their daily schedule of hours, including meal time and break time, as well as any changes deemed necessary. Hourly, non-exempt employees are not to work in excess of their normal workweek except when directed by the Department Director or his/her designee, but if they do work, they must report it on their time record.

1. Hourly employees are not to report to work areas more than ten (10) minutes before the scheduled start time, or remain for more than ten (10) minutes after the end of the scheduled workday unless approved by their Department Director or their designee. Regardless of time they report and leave, non-exempt employees are not to begin work before the beginning or continue to work beyond the end of their regularly scheduled shift without authorization by their supervisor.
2. Employees are encouraged to leave the work area during prescribed meal periods with the exception of fire combat personnel and

dispatchers who may be required to eat meals at their workstations. Non-exempt employees who do not get a 30 minute uninterrupted break or more, must report the lunch break as hours worked.

3. Non-exempt employees are not to work at home without prior authorization.
4. Employees who are delayed in reporting to work more than thirty (30) minutes and who have not notified their supervisor of their expected tardiness may not be allowed to work the balance of the work day.
5. Employees who report for work without proper equipment or in improper attire may not be permitted to work.
6. Employees, who report for work in a condition considered not fit for work, whether for illness or any other reason, may not be allowed to work.

C. *Leave Time.* Personal leave time taken, such as sick and vacation, is not counted towards the total hours worked in a workweek.

D. *Deviation.* Any deviations from the standard hours must be discussed with and approved by the Department Director, or their designee.

## **7.2 Flextime.**

Flextime is a privilege that allows an employee some deviation from the normal schedule during the workweek in order to keep an appointment or attend to personal business.

For example: an employee works a 40 hour standard workweek (Friday 6:01 am through Friday 6:00 am) and needs to leave early on Wednesday but does not wish to use paid leave time or be paid less than the scheduled 40 hours. Employees may be allowed to use flextime as long as it is done within the same workweek. In this example, because the employee needs to leave two (2) hours early on Wednesday, the employee may work two hours over or two hours prior to the employee's normal starting or quitting time one day during the same workweek. The employee may also curtail their lunch period by ½ hour for four days in order to "make up" the two hours desired off on Wednesday.

It is emphasized that the decision to allow flextime is solely at the discretion of the Department Director or their designee and it is not to be construed as an employee "right". Care must be taken that the use of flextime is applied consistently, with consideration given to a smooth, uninterrupted workflow.

The use of flextime must not create a situation where employees incur overtime in order to make up time used.

### **7.3 Rest Periods.**

The City allows one (1) 15-minute paid rest period for each four (4) hours of work. The employee's immediate supervisor determines the actual time of the rest period, usually mid-morning and mid-afternoon. These periods are not to be combined in order to leave work early or extend lunch breaks. Under extenuating circumstances, such as in the event of an emergency, rest periods may be curtailed. Employees are not allowed to leave their job site during rest periods.

### **7.4 Unapproved Absences.**

Any unapproved absence from duty will not be paid and may result in disciplinary action.

An employee who is absent for three (3) consecutive days or more without authorized leave, will be deemed to have resigned. Such absence may be approved by the City Manager where extenuating circumstances are found to have existed.

If an employee must be late or absent from work, it is the employee's responsibility to notify the immediate supervisor or the Department Director or their designee before the start of the employee's shift. If the employee is unable to speak to the supervisor directly, a message may be left but the employee is required to call later on in the day to speak to the supervisor directly.