

<i>Jefferson County Policies &amp; Procedures</i>			
Policy Name:	Hours of Work	Approved:	9/14/2010
Policy Number:	215	Author:	Boyd
Associated:			

**Hours of Work**

**POLICY**

The Jefferson County Commission will maintain specified hours of operation for all County offices to benefit the citizenry of Jefferson County.

**PROVISIONS**

County offices will be open five (5) days each week, except for specified holidays, from 9:00 a.m. to 5:00 p.m. The normal, standard, or regular workday for all employees except as noted below will be seven (7) hours.

Department Heads and Elected Officials have the responsibility to maintain adequate staffing in their respective offices to meet the demands of the public during normal hours of operation.

The standard workday for the following categories of employees will be eight (8) hours:

- Emergency Communications (911)
- Certain maintenance staff
- Deputy Sheriffs
- Homeland Security
- Department Heads
- Assessor’s Office

When authorized by the County Administrator, employees in facilities that operate 24 hours daily may be assigned to modified, alternative, or experimental work schedules to help meet special operational needs.

Whatever daily work schedule is used (i.e. 7, 8, or modified hours) these hours shall represent the employee’s day of work.

Daily assigned hours shall set the level to be applied for using an equivalent number of hours per day for the use of accrued leave or sick time should the employee want a full days’ pay, and for all other benefit days, e.g. funeral, jury duty, military, etc. Partial use of accruals is permissible on an hour-by-hour basis. However, accruals cannot be used on days that employees are not scheduled to work.

**FLEXTIME**

A system of varying employee work time in which each employee will work the same number of hours as usual, but the timing of worked hours may vary by mutual consent of an employee and the respective supervisor within established Flextime guidelines. All requests for Flextime must be approved (in writing) by the immediate supervisor and the Department Head/Elected Official.

The concept and use of flexible scheduling is:

- To promote employee morale
- To provide opportunities for employees to conduct personal business without taking either paid or unpaid time off
- To maximize employee productivity
- To accommodate individuals for whom rigid work schedules constitute a hardship or even a barrier to employment
- To minimize employee tardiness and short term absences
- To allow greater employee participation in family and community activities
- To increase flexibility in meeting irregular scheduling needs

Management and employees must recognize that the use of Flextime cannot prevent or interfere with accomplishment of the mission, goals, and tasks of County Government and its respective departments, nor can Flextime cause a reduction in the levels of service currently provided.

It is also recognized that the success of Flextime depends entirely on the cooperation and good faith efforts of all involved parties and on the mutual understanding/acceptance of the benefits/limitations of Flextime.

Management must be open to alternative and creative approaches to the scheduling and accomplishment of work while employees must fulfill their commitments in a trustworthy and productive manner for Flextime to succeed. To that end, the following procedures/guidelines are established for the implementation of Flextime within Jefferson County Government.

## **PROCEDURES**

### **FLEXTIME GUIDELINES**

In cases of conflict arising out requests for Flextime scheduling, these Flextime rules and guidelines are superseded by federal and state laws or administrative rules.

### **ELIGIBILITY**

- All County employees are eligible to participate with the approval of their immediate supervisor and Department Head
- Employees requiring close supervision are restricted to working only those hours when supervision is available
- An employee may be denied eligibility on a temporary or permanent basis for abuse of flextime such as misrepresentation of hours worked.

## **HOURS**

- The standard flextime schedule for professional, supervisory, and management employees is 70 or 80 every two-week pay period
- Rest periods may not be used as a part of the flextime scheduling, as rest breaks are standard work time and employees are in pay status during rest breaks.

## **SCHEDULES**

- Flextime schedules are employee initiated; no employee may be required to participate in Flextime. This does not nullify management's right to change official employee work schedules to meet the needs for continued day-to-day operations
- Flextime must be approved in writing by the supervisor and Department Head/Elected Official
- Supervisors may require submission of the schedule in writing two weeks in advance, but not less than one day (24 hours). In all cases where time sheets are completed for payroll purposes, they should accurately reflect the exact hours worked
- Core hours may be designated by supervisors depending on department production or workload requirements

## **EMPLOYEE RESPONSIBILITIES**

Employees participating, or wishing to participate in Flextime shall:

1. Obtain advance approval of a proposed Flextime schedule from their immediate supervisor and Department Head/Elected Official.
2. Be able to meet all workload requirements and attend all scheduled conferences/meetings within the proposed schedule.
3. Schedule only hours in which work is available, or in which it is possible to perform the duties of the job.
4. Notify other employees who will be affected by their presence or absence of their schedules and whereabouts while in work status by posting schedules. Coordinate schedules with other employees to maintain minimum staffing levels and required employee interaction.

Employees participating or wishing to participate in Flextime may not:

1. Propose a schedule which includes compensable overtime.
2. Propose to work when supervision is not available if the job or employee requires supervision.

## **SUPERVISOR RESPONSIBILITIES**

Supervisors shall:

1. Approve responsible requests that conform to the established guidelines.



2. Determine staffing and workload requirements and, if necessary, designate a minimum number or individuals to be available during the regular shift hours at a work station or site.
3. Notify employees of schedule conflicts within two (2) days of receiving a request or learning of a potential conflict.

Resolve schedule conflicts according to the following procedures:

1. Prescheduled accrued leave requested at least thirty (30) days in advance has priority over Flextime requests.
2. The supervisor shall contact the employees and request them to resolve the matter between themselves.
3. Make reasonable efforts to avoid conflict in scheduling meetings and other group projects

Supervisors may:

1. Revoke an employee's eligibility to participate in Flextime for abuse of the policy.

#### **DISCLAIMER**

Pursuant to the Fair Labor Standards Act (FLSA), time spent outside of regular work hours in travel away from home or office will not be considered as compensable time. The county will make an exception to this if the employee has custody/control of another person.