

Subject: HOURS OF WORK

Date: March 28, 2018

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Replaces Policy Dated: January 12, 2011

PURPOSE: To establish a basic policy for Pinal County employees regarding attendance and hours of work.

SCOPE: This policy applies to all Pinal County employees.

STATEMENT OF POLICY: The regular work week for full-time Pinal County employees is 40 hours, normally consisting of eight hours per day, Monday through Friday. Modifications to this schedule may be made by a Department Director or Elected Official subject to any applicable federal or state limitations relating to hours of work. All employees are to adhere to a set schedule and be present in the workplace during working hours. Employees may be required to work varied hours, overtime, holidays, and/or weekends or work in an “on-call” status in order to meet staffing requirements. Overtime work, when required by the County, is both an employee responsibility and a condition of employment and requires prior supervisor approval.

Breaks

Employees who work a regular eight-hour workday will receive a minimum of one half-hour unpaid meal period. At the discretion of the Appointing Authority the timing of an employee’s meal period may be modified.

Paid break periods, if any, are at the discretion of the Appointing Authority, but are not to exceed fifteen minutes in any consecutive four-hour period.

Work Schedules

Work schedules, including alternative work schedules, may be established at the discretion of the Appointing Authority. An employee’s work schedule may be modified to ensure the department’s or elected official’s ability to meet its established objectives or where as a result of an employee’s job performance and/or attendance proves unacceptable. No Employee shall be made to work in excess of 16 (sixteen) consecutive hours in any 24 hour period, except under extreme conditions and without the approval of a supervisor ranked Lieutenant or above. A minimum of eight (8) hours’ time off will be afforded to any Employee between regularly scheduled shifts, including off duty contract work, excepting unforeseen circumstances or call out. Every effort should be made to allow Employees sufficient time off between shifts to ensure for the health and safety of the Employee.

Tardiness and Absence

Employees are required to be at work and ready to work at their start time. If an employee is unavoidably detained or unable to report to work, notification shall be made to the immediate supervisor or authorized department representative. This notification shall be provided at least one (1) hour before starting time, *unless otherwise specified by the Department Director or Elected Official*. Failure to notify without good reason may constitute an unauthorized absence without pay.

It is the responsibility of the employee to timely notify their immediate supervisor or authorized department representative when absence from assigned duties and/or work schedule is requested. Employees and Supervisors are responsible for monitoring the employee's leave accrual to ensure that they have sufficient available leave time.

Absences without Leave

Any unauthorized absence of an employee from duty can be considered an absence without leave, and the employee shall not be paid for such absence and may be disciplined up to and including termination. While an employee is absent without leave, annual leave, sick leave and holiday benefits shall cease to accrue and the employee may be responsible for paying the employer portions of contribution to employee benefits during such absence.

Job Abandonment

An unauthorized absence without leave for three (3) or more consecutive workdays will be considered "job abandonment." Job abandonment is considered a voluntary action on the part of the employee and will be considered a voluntary resignation of employment. Only under exceptional circumstances will an employee be allowed to return to work after an unauthorized three (3) day absence without leave. Justification for allowing such return must be in writing, signed by the Department Director or Elected Official and placed in the employee's personnel file.

Payroll Timekeeping

Hours of attendance shall be maintained on official County payroll documents or system as specified by the Finance Department and must be verified and approved by an immediate Supervisor and submitted on a bi-weekly basis.

An employee should not be paid for time they do not work that is not guaranteed to them or is otherwise authorized pursuant to section 7.60. Falsification of individual time records or payroll documents by any County employee will result in disciplinary action up to and including termination.

Certification Process

To certify the bi-weekly payroll, the employee's immediate Supervisor, or the Supervisor/Manager most knowledgeable of the employee's time worked during the period covered by the time sheet, must review and sign the time sheet. Such signature will attest that the time entered is complete and accurate.

Anytime there is a change to the hours reported by the employee, the employee should be notified of the change.

Record Retention

Departmental time sheets are to be retained in the department in accordance with the Arizona State Library Archives and Public Records guidelines (for three years after the calendar year created), or for the length of time required by contractual or grant requirements, whichever is longer.

The following is intended to provide standardized procedures for the recording of time worked by County employees. Any exceptions to the processes noted below require the approval of the Assistant County Manager and County Manager or designee.

NON-EXEMPT

Non-exempt employees must report time worked on an hour by hour basis. All absences must be charged off to the appropriate time off category. If an employee leaves work during the day to attend to a doctor's appointment or begin a vacation, the time taken off must be recorded as either sick time or vacation time.

Time Sheet entries must include daily hours worked as well as summary totals by type of work.

If an employee works overtime, the time worked must be reported on the time sheets. Overtime/Compensatory time will be recorded on the employee's time sheet in increments of 15 minutes. If an employee has worked at least 7 minutes of a 15 minute period the full 15 minutes is to be recorded, if the employee has worked less than 7 minutes in a 15 minute period no time should be reported.

When an employee works overtime, every effort should be made to flex that time off during that same work week.

EXEMPT

An employee who is determined exempt by the County is paid to perform their functions without regard to consideration of statutory overtime. Exempt employees may perform job-related duties, which extend beyond regular working hours. Exempt employees should schedule their workdays with their supervisor so that at least 80 hours are worked in each two-week reporting period. Any time less than 80 hours must be reported and the appropriate leave time taken.

Exempt employees who perform more than 80 hours of job related duties prior to the expiration of a two week reporting period may, at the discretion of the Appointing Authority, be allowed to take an appropriate amount of unreported time off during the same two week period. The time off would be in recognition of the employee's extra effort or work load circumstances. The time off cannot exceed the amount of time left after working the 80 hours.