



Policy Purpose

Provide guidance to city employees and supervisors about attendance, work hours, and telecommuting.

I. Attendance

- a. Employees are expected to be on time and working when scheduled.
- b. Employees are expected to provide proper notification when they will be absent, tardy or require any other variation to their approved work schedule. Proper notification is determined by applicable department policy, collective bargaining agreement, Compensation Plan or established workplace expectations.
- c. Employees are expected to use leave as outlined in city policy and procedure, collective bargaining agreement, [leave practices policy](#), compensation plan, or established workplace expectations.
- d. Non-exempt employees are expected to accurately report time worked.
- e. Exempt employees are expected to accurately report leave usage.
- f. Violations include but are not limited to the following:
 - i. Repeatedly failing to meet the expectation to be on the job when scheduled to work.
 - ii. Failure to properly provide notification of absence, tardiness or when variations are needed.
 - iii. Excessive unscheduled absences.
 - iv. Creating a pattern of absenteeism, for example, routinely utilizing unscheduled leave on any specific day.
 - v. Unpaid absence that is not protected or approved.
 - vi. Providing false information about the reasons for an unscheduled absence.
- g. The city may designate leave time or dock the pay of any non-exempt employee who is not working during his or her scheduled work time.

II. Work Hours

- a. The standard work week begins at 12:01 a.m. Sunday and ends at 12:00 midnight Saturday.
 - i. Public Safety departments may define the work cycle based on their needs and with the approval of the human resources director.
- b. FLSA non-exempt employees should not work more than 40 hours in a work week without prior approval and without receiving overtime pay or receiving compensatory time off for every hour worked over 40 hours in a work week. Supervisors may adjust schedules within a work week or work cycle to avoid overtime to meet operational needs. Any schedule changes must also comply with an applicable collective bargaining agreement.
- c. Full-time employees are expected to work 40 hours per week.
- d. Supervisors may approve alternative work schedules such as a compressed work week or flex-time (within the defined work week).
 - i. Departments using an alternative work schedule will establish an internal written policy and communicate it to their employees.
- e. Breaks are allowed, but not guaranteed
 - i. Employees may be allowed to take one 15-minute break for every four consecutive hours worked.
 - ii. Breaks are paid time and may not be accumulated, combined, taken at the beginning or end of the work day or used to extend the meal period without prior supervisory approval.
 - iii. Supervisors may require employees to work through breaks when needed to cover department needs.
 - iv. An employee may choose to not take a break.



- v. For up to one year after the birth of a child, an employee who is breastfeeding will be allowed to take a reasonable unpaid break each time the employee needs to breastfeed or express breast milk. The department will provide a place for the employee to use, other than a bathroom, that is shielded from view, free from intrusion, and functional for expressing breast milk in accordance with the [employment modifications & accommodations procedure](#).
- vi. With approval, breaks may also be taken in accordance with the [fitness reimbursement policy](#).

III. Meal Periods

- a. Full-time employees are allowed an unpaid meal period of up to one hour during normal work hours when work allows.
- b. A supervisor may approve an employee's request to occasionally work through the meal period to shorten the work day or workweek. An employee may not work through a meal period without prior supervisory approval.

IV. Telecommuting

- a. A supervisor may authorize telecommuting when it works to the mutual benefit of the city, the employee, and the city's customers. However, employees do not have an entitlement to such a work arrangement.
- b. Supervisors may use telecommuting as a flexible work arrangement, as a business adjustment, modified duty or an accommodation under the ADA in accordance with the [employment modifications & accommodations procedure](#).
- c. Work hours must be approved by the supervisor. Supervisors must ensure compliance with the overtime, compensatory time and other compensation provisions on the [compensation and pay practices policy](#).
- d. Leave time will be approved following normal department procedures. A telecommuting employee who is sick or has a personal appointment while working at home will use leave for hours not worked.
- e. An employee authorized to telecommute must safeguard non-public information. The employee may be held liable for unauthorized use of equipment or information.
- f. Personal computer equipment used to telecommute must comply with city security policies.
 - i. City information stored on personal, electronic equipment is subject to public records requests and department review.
- g. Work performed in an alternate work location is considered official city business and the employee is responsible for providing a safe work environment. Departments may establish specific conditions that apply to employees working in alternate locations.

Current References:

[3.02.01 Compensation & Pay Practices Policy](#)
[3.03.03 Employee Fitness Reimbursement Program](#)
[3.03.05 Leave Practices](#)
[Compensation Plan](#)
[Employment Modifications & Accommodations Procedure](#)
[Telecommuting Procedure](#)
[Telecommuting Agreement Form](#)

Initial Effective Date: December 13, 1995
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