

**Subject: HOURS OF WORK**

**Date: January 12, 2011**

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**Replaces Policy Dated: September 1, 2010**

**PURPOSE:** To set forth a basic policy for Pinal County regarding attendance and hours of work.

**POLICY:** The regular basic workweek for full-time Pinal County employees is forty hours, normally consisting of eight hours per day, Monday through Friday. Modifications to this provision, to provide essential County services, may be made by an Appointing Authority subject to any applicable federal or state statutory or constitutional limitations relating to hours of work. All 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.

### **'Principles of Public Accountability'**

Public accountability embodies the concept that elected officials and public agencies are held to a higher level of responsibility under the public trust that demands effective and efficient use of public funds in order to serve the public interest. It includes the notion that the use of public funds should always be in the public interest and not for individual or private gain, including the view that public employees should not be paid for time they do not work that is not otherwise guaranteed to them under the pertinent civil service employment agreement (such as personal or sick leave), and the public interest does not tolerate wasteful and abusive excesses such as padded payrolls or "phantom" employees. [57 *Fed. Reg.* 37,676 (Aug. 19, 1992)]

### Breaks:

Employees who work a regular eight-hour workday will receive a minimum of one half-hour unpaid meal period.

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

### Breaks for Nursing Mothers

Non-Exempt employees who are nursing mothers will be provided "reasonable break time to express milk for up to one (1) year after the child's birth date each time the employee has a need to express milk". Appointing Authorities and Department Heads must provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

Break periods taken for the purpose of expressing milk need not be paid break periods, however if the Appointing Authority provides paid break periods for staff members, an employee who uses that break period to express milk must be compensated in the same way that other employees are compensated. Additionally, employees who are provided unpaid break periods for the purposes of expressing milk must be completely relieved from work during that time in order for the time to be unpaid.

### Work Schedules

Work schedules, including Flexible Schedules, are established at the discretion of the Appointing Authority. Variations to the regular workweek, such as Flexible Schedules, must be considered as permanent at the time adopted. However such schedules may be discontinued if they are

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found to adversely impact the department's ability to meet its established objectives or the employee's job performance and/or attendance proves unacceptable.

### Tardiness and Absence

All employees are required to be at work on 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 Appointing Authority*. Failure to notify without good reason shall constitute an unauthorized absence without pay.

Time off work with pay shall be allowed only as provided in County Personnel Policies for compensatory time, paid holiday time, or various paid leaves.

It is the responsibility of the employee to notify the Appointing Authority or designee when absence from assigned duties and/or work schedule is required.

### Absences without leave

Any unauthorized absence of an employee from duty shall be considered an absence without leave, and the employee shall not be paid for such absence. While an employee is absent without leave, annual leave, sick leave and holiday benefits shall cease to accrue.

### 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.. If the employee returns to work and provides a valid reason, appropriate leave time may be allowed at the sole discretion of the Appointing Authority.

### Payroll timekeeping

Hours of attendance shall be maintained on official County payroll documents as specified by the Finance Department and must be certified on a bi-weekly basis by the appropriate Appointing Authority.

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.

Falsification of individual time records or payroll documents by any County employee will result in disciplinary action up to and including discharge.

### **Non-Exempt**

Non-exempt employees must report time worked on an hour by hour basis. 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. All absences must be charged off to the appropriate time off category.

Time Sheet entries must include daily hour's worked as well as summary totals by type of work

<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>  </u>	<u>  </u>	<u>32</u>	<u>8</u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>40</u>
M	TU	We	Th	Fr	Sa	Su	Reg	Sick	Vac	Hol	OT	Total
<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>9</u>	<u>  </u>	<u>  </u>	<u>40</u>	<u>  </u>	<u>  </u>	<u>  </u>	<u>1</u>	<u>41</u>
M	TU	We	Th	Fe	Sa	Su	Reg	Sick	Vac	Hol	OT	Total

