

Title: Hours of Work
Policy Number: 110
Effective Date: July 1, 2009
Revision Date: November 1, 2013
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to set forth the normal work week, but it shall not be construed as a guarantee of hours of work per day or per week. Normal business hours for County operations are Monday – Friday, 8:00 A.M. – 4:30 P.M.

Comments:

- (1) The normal workweek is Friday to Saturday, beginning at 12:01AM Saturday and continuing to midnight the following Friday. It is necessary for employees to attend work as scheduled. Tardiness and absenteeism diminishes our ability to serve our citizens and reduces the level of professionalism we seek to provide. Dependability, attendance, punctuality, and a commitment to do the job are essential at all times.
- (2) The schedule of hours for employees will be determined by each Department Head. In some departments, employees may be permitted to use various options which give flexibility in scheduling their work hours. The Department Head will inform employees of their work schedule options , including meal periods and break periods.
- (3) Employees shall receive a one half (1/2) hour unpaid meal period and two (2), fifteen (15) minute paid breaks during a regular eight (8) hour workday. Employees may combine the one-half (1/2) hour unpaid meal period with the two (2), fifteen (15) minute rest breaks in order to receive a one (1) hour meal period with Department Head approval. Non-exempt employees are not allowed to work through their meal period.
- (4) Time Clock:
Designated non-exempt employee's will "clock in" and "clock out" on the time keeping system designated by the Department Head. Each employee shall "clock in", when they begin their work shift and shall "clock out", when they have completed their work shift. Employees will be given a seven (7) minute leeway period to "clock in" and to "clock out" before time is deducted from an employee's paid leave balance or before overtime compensation is granted. The seven (7) minute leeway policy is to be utilized for payroll purposes only. Employees who are late to work and develop a pattern of clocking in after the designated start time or clocking out early may be subject to disciplinary action.

Department Heads shall designate whether or not employees shall “clock out and in” when taking a rest break or meal period. However, once an employee has “clocked in”, they are required to return directly to their designated workstation.

If an employee forgets to “clock in” or “clock out”, they are to inform the Department Head or designee immediately. If an employee continually fails to utilize the time clock, disciplinary action may be taken.

Time and attendance records shall be reviewed and signed by the employee and the Department Head or designee. Time not worked for which an employee is entitled to be paid (i.e. paid sick leave, holiday, vacation, compensatory time) should be entered by the employee or Department Head or designee..

(5) Payroll Summary Sheets

Employees not required to punch a time clock are required to submit the hours worked in the pay period. Time records cover one payroll period and must be completed by the employee and submitted to the Department Head or supervisor for review and signature.

Time not worked for which an employee is entitled to be paid (i.e. paid sick leave, holiday, vacation, compensatory time) shall be submitted by the employee.

- (6) Department Heads and other employees classified as exempt from the provisions of the Fair Labor Standards Act shall be required to submit hours of work in order to account for attendance and to document paid leave. Exempt employees paid on a salary basis will not have deductions made from their salary except as allowed by law.
- (7) Falsifying any time record shall result in disciplinary action and may result in termination from employment.
- (8) Employee attendance at lectures, meetings, and training programs will be considered hours of work, and therefore will be compensated time, if attendance is approved by the Department Head.
- (9) During emergencies or periods of requiring extra work, an employee's workweek may be adjusted by the Department Head or Supervisor. Overtime compensation is paid in accordance with the Fair Labor Standards Act (FLSA) or other applicable law. Employees are not permitted to work overtime without the prior approval of their supervisor or Department Head.