

WORK SCHEDULES & ATTENDANCE

Revised March 2011

SECTION: 7

A. PURPOSE

1. The purpose of this Section is to communicate Tooele City's policy regarding work schedules and to provide employees with notice of some of their responsibilities relating to attendance and punctuality. This Section does not identify every schedule or attendance related matter that may arise. Tooele City reserves the right to otherwise address such matters in a manner that best meets the City's needs.
2. Tooele City recognizes that time off work is unpaid unless the City has established a policy to provide paid leave benefits such as annual leave, sick leave, funeral leave, etc. The respective Section in this Manual should be referenced when determining if an absence may be paid or unpaid.

B. WORK SCHEDULES

1. Work schedules may vary and are set by the department head and/or supervisor, with concurrence from the Mayor, to meet the needs of Tooele City and the general public.
2. Tooele City complies with federal regulations and limits work hours for employees under age 16 as follows:
 - a. Outside of school hours;
 - b. not more than 40 hours in any one week when school is not in session;
 - c. not more than 18 hours in any one week when school is in session;
 - d. not more than 8 hours in any one day when school is not in session;
 - e. not more than 3 hours in any one day when school is in session; and,
 - f. between 7 a.m. and 7 p.m. in any one day, except during the summer (June 1 through Labor Day), when the evening limit is 9 p.m.
3. Employees age 16 to 17 may work any hours for unlimited hours as long as outside of school hours.

C. ATTENDANCE & PUNCTUALITY

Reliable and predictable attendance is expected of all employees. Attendance encompasses not only being at work, but also being punctual and being ready to work. Although this is not an exclusive list, employees have the following responsibilities:

1. **Be on Time & Begin Working at the Scheduled Start Time.**
Be at the work station ready for work by the scheduled start time. Begin working at the scheduled start time. In order to be "ready" employees should arrive to work with sufficient time to attend to personal needs such as hanging up coats, storing food items, visiting restrooms, obtaining a morning drink, etc. prior to the beginning of their scheduled start time. Although the City does not "dock" employees for the first 7 minutes of the shift, employees should not

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assume this permits them to be late. For the purpose of determining tardiness, an employee is late if he/she reports for work any time after the designated start time.

2. Leave as Scheduled.

Do not leave prior to the scheduled end time unless approved to leave earlier. Leave no later than 7 minutes past the end time. Tooele City recognizes that exceptions may be approved such as when given advance approval from the supervisor to work longer or when staying later is appropriate to assist a customer or assist with an emergency situation. In such cases, the supervisor should be notified of the circumstances in a timely manner.

3. Give Proper Notice of the Need to be Absent or Tardy.

a. Pre-Scheduled Absence.

When the need to be absent is known, submit an absentee request in a timely manner pursuant to the department's policy for requesting to be absent. In absence of department policies, Form #8 Absentee Request should be submitted.

b. Unscheduled Absence or Tardy.

When the need to be absent is not pre-scheduled, follow the department's procedure for making proper notification of an unscheduled absence or tardy. Tooele City recognizes that department needs will vary and has authorized each department head to adopt a procedure for employees to give notification of unscheduled absences. Each department is expected to notify employees of their respective procedure. In the absence of a department procedure or if an employee is unaware of the department's procedure, an employee (or designee) is expected to contact his/her supervisor within 10 minutes of the scheduled start time. Notification does not excuse the absence or tardy but simply notifies the supervisor so that appropriate adjustments can be made.

Chronic absenteeism is unacceptable. Chronic absenteeism is frequent or repetitive absences from the workplace for one or a multiplicity of reasons. This does not include pre-scheduled absences or absences protected through legal rights such as the FMLA or ADA.

4. Be at the Assigned Work Station.

Be at the assigned work station as scheduled unless excused, on break, or the needs of the job require being elsewhere.

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5. Return from Breaks and/or Meal Periods in a Timely Manner.
Take only the time allowed for breaks and meal periods and return at the appropriate time.

6. Obtain Proper Approval for Leave without Pay.
For benefit eligible employees, ensure that adequate paid leave is available prior to requesting to be absent. If adequate paid leave is not available, receive advanced approval for leave without pay or reduced pay pursuant to Section 27: FMLA and City Approved LOA, herein this Manual.

D. CORRECTIVE ACTION & DISCIPLINE

Attendance violations are grounds for corrective and/or disciplinary action pursuant to Section 5: Corrective Action, Discipline, & Separation, herein this Manual.

E. JOB ABANDONMENT

In the event an employee is absent for three or more consecutive work days, without prior notice or approval, such absence is viewed as job abandonment. The employee is then considered to have abandoned their job and the City may process separation paperwork as a voluntary resignation.

F. COORDINATION OF LEAVE

Tooele City reserves the right to coordinate absences with any other applicable leave policies, legal rights, or benefits.

G. VERIFICATION

Tooele City reserves the right to require an employee to submit verification for reasons such as chronic absenteeism, a reasonable belief that the employee has misrepresented his/her need for leave, and except for approved FMLA-protected leave, for medical reasons exceeding three days.