

## WORK HOURS, PERIOD, & ATTENDANCE

Revised December 2008

### SECTION: 7

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#### A. WORK DAY AND HOURS

1. Work days and work hours may vary and are designed by the department head, with concurrence from the Mayor, to meet the needs of Tooele City and the general public.
2. Special Limits on Hours for Employees Under Age 16. Federal regulations limit hours worked for minors 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. Special Limits on Hours for Employees Age 16 to 17. May work any hours for unlimited hours as long as outside of school hours.

#### B. WORK PERIOD

1. General Workforce. The normal work period for employees is 40 hours in a seven-day period. The standard work period begins at 12:01 a.m. Sunday and ends at midnight the following Saturday.
2. Sworn Police Officers. The normal work period for sworn police officers is 84 hours and consists of varying schedules over a 14-day period. The work period begins at 12:01 a.m. Sunday and ends at midnight on the second Saturday of the period. (*Effective February 6, 2005*)

#### C. ATTENDANCE

Tooele City expects all employees to practice good attendance habits. All employees should regard coming to work on time, working their shift as scheduled, and leaving at the scheduled time (except for periodic circumstances where staying is appropriate to assist a customer or with an emergency situation) as essential functions of their jobs, i.e., good attendance habits form an integral part of every employee's job description. Among other things, "good attendance habits" mean the following:

1. Appearing at the assigned work station no sooner than 5 minutes prior to the start of the shift and no later than the start of the shift;

