ADJUSTING WORK HOURS FOR EXEMPT PERSONNEL POLICY

PURPOSE: The purpose of this policy is to provide guidelines for career exempt personnel adjusting work hours from their normally assigned work hours.

APPLICABILITY: All career exempt members of the Department of Emergency Medical Services not directly appointed by the City Manager.

POLICY STATEMENT: The Department promotes a positive work environment. The opportunity to adjust work hours is a method for management to provide a member flexible work hours to address personal needs. However adjusting work hours shall be considered a privilege and at the discretion of management and may be suspended on an individual basis upon receipt of written notification from their supervisor within the member’s chain of command.

DEFINITIONS:

? Normally assigned work hours – regular business hours is defined by the EMS Chief or his designee to perform department related work earning compensation in accordance with policy.

? Outlook calendar – each City employee is provided access to Microsoft Outlook and its functions, one of which is a calendar function for recording meetings and other events such as time off

? Work hours – business hours the member is functioning and performing department work earning compensation in accordance with policy.

? Work week – City defined weekly pay period running from 12:00:00 am (midnight) Thursday through 11:59:59 pm the following Wednesday.
MEMBER RESPONSIBILITIES:

? The member must obtain supervisor approval of adjusting work hours before such adjustment occurs.

? It is the responsibility of the member requesting the adjustment of work hours that all work and duties are satisfied before adjusting such hours.

? Due to the mission of the Department, on occasion, the adjustment of the work hours may occur before such approval of the member’s supervisor. The supervisor may elect not to approve such adjustment thus requiring the member to utilize some sort of acceptable personal leave.

? To document properly a member adjusting their work hours, the member must complete an annual leave slip, check the “other” box and state “adjusting”, and in the “remarks” section document how the adjustment occurred. This information should include, but not be limited to where the adjustment (reduction) occurred and where the additional hours were earned in the same workweek i.e. (2/1/2011 -2 hours from 3-5pm adjusting for 8am-7:00pm + 2 hours 2/3/2011).

? Adjusting work hours shall be done within the workweek. No adjustment may be carried over from one workweek to the next. Failure to provide such adjustment within the workweek shall require the utilization of personal leave.

? Since adjustment of work hours should be completed within the same workweek the document, (leave slip) is not logged into the City’s Insite program.

? Statements by e-mail or on the personal or departmental calendars indicating a member is “out of the office”, “at an appointment”, private appointments etc will be assumed as the member is still on the clock. If other than “off” is noted on member’s Outlook calendar covering normal work hours the immediate supervisor or other supervisory personnel may inquire of a member’s whereabouts, current job task and function and estimated time of return to the office or other work location.
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? Adjusting work week forms are to be retained by the member for no less than 3 years from the time of such adjustment and they shall be readily available for inspection at the request their supervisor, EMS Chief or his designee.

? Failure to maintain such records may result in loss of the member’s adjusting work hour privilege and be subject to corrective action.

SUPERVISOR’S RESPONSIBILITIES:

? The EMS Chief or his designee will designate work hours for each non-shift employee in their respective employee personnel file as the organization provides services 24/7.

? Supervisors will ensure continuous coverage is maintained for specialty positions or departmental tasks (i.e. phone duty, P.I.O. coverage and payroll duties, etc.). While adjusting work hours are expected to be rare, the needs of the Department will have priority.

? Supervisors are responsible for their subordinates; therefore, they have the authority to approve or reject a member’s request to adjust their work hour.

? Supervisors should periodically review such adjustment slips and must annually review all subordinates adjust work hour slips to ensure such documentation is accurate and maintained.

This policy shall become effective upon the approval of the Chief of Emergency Medical Services.

APPROVED:

______________________________
EMS Chief                             Date

3/15/2011
LEGAL REVIEW

Signature on File

________________________________________
City Attorney’s Office Date

Originated Revised
3/15/2011