



Virginia Beach Department of Emergency Medical Services



HUMAN RESOURCES

ADJUSTING WORK HOURS FOR EXEMPT PERSONNEL POLICY

PURPOSE: The purpose of this policy is to provide guidelines for career exempt personnel to adjust 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 who are assigned to staff positions.

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 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:

- It is the responsibility of the member requesting the adjustment of work hours that all required work and duties are satisfied before adjusting such hours.
- Adjusting work hours shall be done within the workweek. No adjustment may be carried over from one workweek to the next.
- The member is responsible for communicating intended adjustments to their supervisor in the form or fashion their supervisor requires.
- Failure to receive approval from a supervisor before making an adjustment may result in corrective action. At a minimum, the supervisor will require the member to utilize some type of personal leave.
- Adjustments should be documented in the Outlook calendar system. Time that is adjusted should be identified along with succinct details about the extra hours worked to allow for the adjustment.
- Failure to follow proper adjustment procedures may result in loss of the member's adjusting work hour privilege and may be subjected to corrective action.

SUPERVISOR'S RESPONSIBILITIES:

- The EMS Chief or his designee will designate normal work hours for each non-shift employee.
- 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 denying an adjustment request is expected to be rare, the needs of the Department will have priority.

ORDERED:



1/19/2017

EMS Chief

Date