



Weber County Human Resources Policy 2-500

Attendance

10/8/2019

I. Purpose

This policy defines work hours for Weber County employees that are in compliance with the Fair Labor Standards Act (FLSA).

II. Policy

As a means of achieving administrative efficiencies this policy defines flexible work hours, work weeks, work site closures, tardiness, and unapproved absences. Department supervisors may approve alternative and flexible work schedules as long as those schedules meet the needs of the department, allowing employees to participate in a program to provide a work/life balance.

III. Procedures

A. Work Hours and Work Week

1. Normal business hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding holidays.
 - a. Business hours to enhance service may include extended hours, nights, early mornings, weekends and holidays as needed.
2. The work week will be in compliance with the FLSA which states "a work week (Friday to Thursday) is a regular occurring period of one hundred sixty-eight (168) hours in the form of seven (7) consecutive twenty-four hour periods."

B. Breaks and Meal Periods

1. Breaks are encouraged, but not guaranteed.
 - a. Breaks are paid time and may not be accumulated, combined, taken at the beginning or end of the work day or used to extend the meal period without prior supervisory approval.
 - b. Supervisors may require employees to work through breaks when needed to cover department operations.
 - c. An employee may choose to not take a break.
 - d. Employees may be allowed to take one 15 minute break for every four consecutive hours worked.
 - e. Employees age 17 and younger are required to take a minimum of one 10 minute break for every three hours worked.
 - f. For up to one year after the birth of a child, an employee who is breastfeeding will be allowed to take a reasonable break each time the employee needs to breastfeed or express breast milk. The department will provide a place for the employee to use, other than a bathroom, which is shielded from view, free from intrusion, and functional for expressing breast milk.

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2. Meal Periods

- a. Full-time employees are allowed an unpaid meal period up to one hour during normal work hours, when work allows. The length of the meal period shall be decided by the employee's supervisor and communicated to the employee.
 - i. The one hour period should be taken in the middle of the shift, unless other arrangements have been made with the employee's supervisor.
- b. Employees age 17 and younger are required to take a 30 minute unpaid meal period not later than five hours after the beginning of the employee's workday.
- c. If an FLSA non-exempt employee cannot be completely relieved from duties and permitted to leave the work area, the meal period must be paid as time worked.
- d. A supervisor may approve an employee's request to work through the meal period to shorten the work day or workweek. An employee may not shorten a work day or workweek without prior supervisory approval.

C. Alternative Work Schedules

1. Supervisors may approve alternative work schedules such as a compressed work week of flex-time.
2. Departments using an alternative work schedule will establish an internal written policy, approved by Human Resources, and communicated to their employees.
3. FLSA non-exempt employees should not work more than 40 hours in a work week without prior approval. Sheriff's Office sworn employees should not work more than the scheduled hours in their designated and assigned work cycle without prior approval.
4. All work hours will be in compliance with County policies and the FLSA.

D. Telecommuting

1. Telecommuting is an administrative option not an employee benefit.
2. Agencies using a telecommuting program will establish an internal written policy.
3. Telecommuting requires management approval and is not appropriate for every job at the County.
4. Telecommuting assignments do not change the conditions of employment or required compliance with policies.
5. An employee's compensation and benefits will not change as a result of telecommuting arrangements.
6. A telecommuting employee is required to follow agency guidelines to ensure good communication and must be available during designated work hours.
7. A telecommuting employee must complete all assigned work and provide work status reports as requested by the supervisor.

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8. An employee may be required to report to the primary work site or other locations as needed for work-related meetings, trainings or other events.
 9. A supervisor may meet with the employee in the alternate work location to discuss work-related issues.
- a. Work Schedule for Telecommuting**
 - i. The total number of hours an employee is expected to work will not change regardless of work location.
 - ii. Administrators must ensure compliance with the overtime, compensatory time and other compensation provisions of the HR Policy 5-100 Payroll Policy.
 - iii. Sick leave, vacation or other leave will be approved following normal agency procedures. A telecommuting employee who is sick or has a personal appointment while working at home will use leave for hours not worked.
 - b. Remote VPN access will be established according to standards set by Information Technologies and countywide policies.**
 - c. Designated Work Area for Telecommuting**
 - i. An employee's off-site work space should provide adequate work area (e.g. table or desk, light, telephone and computer service). Additional requirements may vary depending on the nature of the work and the equipment needed to perform the job.
 - ii. Agencies will not assume responsibility for operating costs, home maintenance or other costs incurred by the employee in the use of a residence for telecommuting. Agencies may use appropriate funds for other telecommuting costs.
 - iii. The employee agrees to maintain safe conditions in the off-site workspace. An agency may be liable for job-related injuries under the HR Policy 4-400 Workers' Compensation.
 - d. Equipment and Materials for Telecommuting**
 - i. An agency will provide reasonable equipment and materials needed by an employee for the telecommuting assignment. The employee will exercise reasonable care of the equipment and may be held liable for theft or damage.
 - ii. County equipment will be maintained, serviced and repaired by the County.
 - e. Security of Information for Telecommuting**
 - i. An employee authorized to telecommute must safeguard non-public information. The employee may be held liable for unauthorized use of equipment or information.
 - ii. Computer equipment used to telecommute must comply with County security policies.
 - a. County information stored on electronic equipment is subject to public records requests and agency review.

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E. Work Site Closure

1. When necessary to prevent employees from working because of emergencies or at other times designated by the Commission, work sites may be closed during normal business hours. Only those employees affected by the decision shall receive special consideration for hours worked. Employees not prevented from working, employees away from the work site (for training and other reasons), employees scheduled off work for any reason, and all other employees not affected by the decision shall not receive consideration for hours worked.

F. Tardiness and Absence without Approval

1. Any unexcused tardiness or unauthorized absence of an employee will not be compensated and shall be grounds for disciplinary action. Any employee who is absent for three or more consecutive work days without authorized leave shall be deemed to have resigned.

DATED this 8th day of October, 2019.

BOARD OF COUNTY COMMISSIONERS
OF WEBER COUNTY:



Scott Jenkins, Chair

ATTEST:



Ricky Hatch, CPA
Weber County Clerk/Auditor



Sarah Swan
Human Resources

Approved as to form and legality:



Courtlan Erickson
Deputy County Attorney