



Weber County Human Resources Policy 2-500

Attendance

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 generally from 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding holidays, but may vary according to department and/or function.
 - 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 that an employee's work week is a regular occurring period of one hundred sixty-eight (168) hours in the form of seven (7) consecutive twenty-four hour periods.
3. Weber County's work week begins on Saturday and ends on Friday.

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. 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.

E. 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

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absent for three or more consecutive work days without authorized leave shall be deemed to have resigned, as explained in Human Resources Policy 2-600.

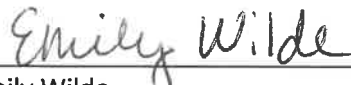
DATED this 19th day of March, 2024.

BOARD OF COUNTY COMMISSIONERS
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