

2.1(1): Hours of Work

This policy applies to all employees.

POLICIES AND PROCEDURES

Department directors are responsible for scheduling employees in full-time and part-time positions. Except in cases of emergency, employees shall be scheduled to work with regular starting and ending times. Unless otherwise provided by the department director, the standard hours to be worked are from 8:00 a.m. – 4:30 p.m.

Alternative Work Schedules

Adams County offers Alternative Work Schedules as a method of staff retention through work-life balance. Department directors are responsible for determining whether Alternative Work Schedules are feasible within their departments, and they have the discretion to allow or disallow Alternative Work Schedules for individual employees or groups of employees based on departmental needs. Department directors shall consult with the Director of People Services prior to the implementation of Alternative Work Schedules.

Employees will be considered for alternative work scheduling on a case-by-case basis. Alternative Work Schedules may be allowed where they: (1) accomplish work goals; (2) provide coverage for department operations; and (3) serve the County as a whole with increased productivity at no expense to quality output.

The primary types of Alternative Work Schedules that may be available, depending on department operations, are “4-10s” (four 10-hour days each week) or “9-80” (80 hours, worked during nine days).

Employees should contact their Department Director, supervisor, or People and Culture Services regarding the availability of Alternative Work Schedules within their department. To work an Alternative Work Schedule, an employee must complete an Alternative Work Schedule Agreement and have the agreement approved by his or her Department Director and People and Culture Services. The agreement must be placed in the employee’s personnel file. Adjusting an employee’s work schedule to an alternative work schedule without prior approval, including completion of the Alternative Work Schedule Agreement, shall be subject to disciplinary action, up to and including, termination of employment under the Discipline and Appeal Policy 1.8.

Exempt employees who work an Alternative Work Schedule shall not be eligible for Administrative Days (Policy 3.6(2)).

2.1(1): Hours of Work (continued)

Employee Attendance

For county operations to run smoothly, employees must attend work. If an employee will be late or absent from work, it is the employee's responsibility to contact their immediate manager or supervisor within the first hour of his or her scheduled shift. Department directors shall have the option to modify this requirement based upon staffing needs. Repeatedly being late, excessive unplanned absences or failure to notify the immediate manager or supervisor within the specified time frame may be grounds for disciplinary action.

Time Records

Time records shall be maintained for all employees, as appropriate. Overtime, which must be approved prior to working the hours, shall be clearly indicated on time records, as shall any type of absence or leave taken. An employee and his or her supervisor will be held responsible for verifying the accuracy of time records before submitting timecards to Payroll. When actual hours worked vary from projected hours recorded on a submitted time record, employees are responsible for recording corrections on the following month's time records. The payroll department will make corresponding corrections to employees' pay.

Workweek

Adams County's regular workweek spans from Sunday at 12:01am to Saturday at midnight. Employees who work a regular schedule or 4-10s Alternative Work Schedules remain on the regular workweek. Employees who work a 9-80 Alternative Work Schedules will work an alternative workweek. For example, the most common 9-80 alternative workweek will span from Friday at 12:01pm to Friday at 12:00pm, when an employee has every other Friday off. The Alternative Work Schedule Agreement, which is signed by each employee, shall designate the applicable alternative workweek.