

CITY OF COMMERCE ADMINISTRATIVE POLICIES

HOURS OF WORK

1.0 PURPOSE

To establish a policy setting uniform hours of work for employees.

2.0 POLICY

- 2.1 Normal working hours for employees are eight (8) hours, from 8:00 a.m. to 5:00 p.m., with a one (1) unpaid hour lunch period. This does not include personnel engaged in shift work.
- 2.2 Employees are expected to be at their work location and ready to begin work at the beginning of the work schedule.
- 2.3 The lunch period will be scheduled to allow for continuous staffing of all offices with at least one person.
- 2.4 Employees may receive a rest period of fifteen (15) minutes, on the City's time, for each four (4) hour work period.
- 2.5 Rest periods will be scheduled as near as possible to the midpoint of each four (4) hour work period.
- 2.6 The City may provide each employee with one (1) hour for a meal between the third and fifth hour of each shift.
- 2.7 The employee may add the two (2) fifteen (15) minutes rest breaks to the meal period with the mutual agreement of the Department Head.
- 2.8 All rest breaks and lunch breaks will be arranged by the supervisor.
- 2.9 The standardization of working hours is necessary to provide:
 - A. Continuity in access by and service to the citizenry.
 - B. Facilitation of teamwork.
 - C. Facilitation of supervisory assistance.
- 2.10 Occasions may arise when the service to the citizen can be improved through the adjustment of an employee's work hours.
- 2.11 The Department Head will obtain approval of the City Manager for the adjustment

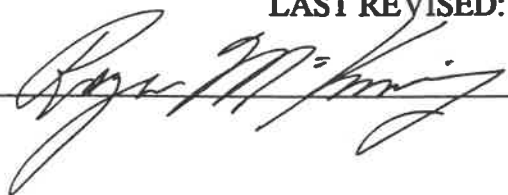
in work hours, except for lunch period.

- 2.12 Individual requests for adjustment of working hours for personal reasons must be evaluated in light of the effect on the criteria enumerated in 2.9 items A-C above.
- 2.13 Advance notice of anticipated tardiness is expected; notice of unavoidable tardiness is expected when possible.
- 2.14 Tardiness must be made up during the pay period in which it occurs.
- 2.15 Notification by another employee, friend, or relative may not be considered proper except in an emergency situation where the employee is physically unable to make the notification.
- 2.16 Daily attendance records will be maintained by each department, including date and time absent and reason for absence.
- 2.17 An Absence Report Form must be filled out when the employee returns to work and forwarded to the Accounting Supervisor.
- 2.18 Attendance will be a consideration in determining promotions, transfers, satisfactory completion of probationary periods, and continued employment with the City.
- 2.19 Frequent tardiness or other attendance irregularities will be cause for disciplinary action. This may take the form of progressive discipline.
- 2.20 Hours for part-time and certain employees may vary from the normal office hours noted above due to the nature of their duties and will be determined by the appropriate Department Head, with concurrence of the City Manager.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:



A handwritten signature in black ink is written over a horizontal line. The signature is cursive and appears to read 'Roger M. King'.

Hrswork.adp