

## Hours of Work Policy

### PURPOSE

The purpose is for Grand Traverse County to determine daily and weekly work schedules based on each department's operational needs. Such schedules may be changed at any time at the discretion of Grand Traverse County to address varying conditions. All employees are expected to work their scheduled hours.

### POLICY & PROCEDURE

#### Normal Work Week

The normal work week for hourly employees shall be 40 hours, beginning with the start of the employee's first shift on or after 11:00 p.m. Sunday, except as otherwise provided by departmental regulations approved by the Human Resources Director. The basic office hours are from 8:00 a.m. until 5:00 p.m., Monday through Friday with a one-hour lunch period to be scheduled by the department head. The department head may vary these basic office hours to fit the needs of the individual department.

Employees are permitted two fifteen-minute work breaks, one in the first part of the shift and one in the second part of the shift, per day, which are to be taken at a time to allow for the continuous and effective operation of the department. Work breaks are not accumulative and may not be combined with the lunch period or quitting time.

#### Flexible Scheduling

Employees may make a request for flexible working hours or job sharing to their supervisor or department head. Such scheduling shall require the department head's approval and must be in keeping with good customer service and the smooth operation of the department. Flexible scheduling will not be approved if it causes the payment of overtime under the Fair Labor Standards Act.

#### Overtime Work

The employees of the County are expected to give a full day's performance and that the work of the County will be so organized that overtime work is seldom necessary, except under unusual circumstances to meet peak loads or critical deadlines. If requested to work overtime, an employee will be expected to do so unless he or she is excused for good cause. Only the County Administrator or individual department heads have the authority to approve overtime. For those employees who are eligible for compensation (pay or compensatory time) under the Fair Labor Standards Act, this approval must be received in advance of working the overtime.

#### Call-In Time

An employee called to work at a time other than his/her scheduled work shift should refer to their contract. When an hourly employee takes a phone call outside their scheduled work shift, they shall

be paid for 1/4 of their hourly rate if the call lasts less than six minutes. If the call lasts longer than six minutes they will be paid for the length of the call (not less than 1/4 hour). An hourly employee who is scheduled to be on-call will not qualify for additional paid time for taking phone calls while they are on-call.

## **Entering Hours Worked**

The following policy has been established to conform to the legal requirements set forth by the Wage and Hour Administration. These should be incorporated with any existing regulations established by various departments. Employees are required to utilize their department's method of entering time.

Employees who are required to utilize an electronic time keeping system (Workday) will punch in at their assigned start time and must punch out when going off duty. No one may punch in or out for another person. In the event of an error in recording or punching in your time, your supervisor should be notified immediately. All clock times are rounded to the nearest 1/4<sup>th</sup> of an hour, or every fifteen (15) minutes. Example: Punching in 7 minutes prior to your 8 AM shift will round to the hour, 8 minutes or more will round down to the quarter hour prior 7:45 AM.

At the end of each pay period, you should review and submit the hours worked (and not worked) in Workday, then certify that the hours worked are accurate prior to your supervisor receiving and reviewing them. As timekeeping records are part of the County's documentation regarding numerous workplace practices, individuals who attempt to falsify, alter data or subjugate the system will be subject to disciplinary action up to and including termination.

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.

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