



Grant County, Washington Policies & Procedures

POLICY NUMBER 700

Hours and Attendance

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APPROVED: *Richard Stevens*

for Richard Stevens, Chair, Board of County Commissioners

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CONTACT: Human Resources

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701 – Hours of Work

- 701.1 The workweek commences Sunday at 12:01 a.m. and ends the following Saturday evening at Midnight. The standard workday is either eight (8) hours or ten (10) hours, as determined by the employer, for full-time non-exempt employees. Workday lengths for exempt employees are determined primarily by their positions. Standard business days are Monday through Friday. Standard business hours are from 8:00 a.m. to 5:00 p.m. daily. Lunch periods are unpaid, and thirty (30) or sixty (60) minutes in length.
- 701.2 Subject to the office/department's needs, employees may work various shifts, including shifts outside of the above standards. An employee's shift may be changed as business conditions and needs change. If applicable, employees may request a shift change in writing from their supervisor. A reasonable effort will be made to accommodate an employee's request for a shift change, subject to business and service needs of the organization and the public, as determined by the employer.

702 – Overtime

702.1 Overtime Accrual

- 702.1.1 Grant County specifically reserves the right to require any employee to work overtime as business needs dictate. Adequate notice of requirements for overtime assignments will be provided whenever possible.
- 702.1.2 Any employee required to work overtime must complete the County's *Overtime Request and Authorization* form, available from an employee's supervisor/work area or the Accounting Department.
- 702.1.3 Occasionally, in order to accomplish a specific task or meet a specific deadline, an employee may deem that overtime work is necessary. Employees shall request approval from their supervisor prior to working such overtime.
- (a) Employees are not permitted to work overtime for their own office or department or for another office or department without the prior approval of their supervisor.
- 702.1.4 Employees who fail or refuse to comply with overtime requirements, or who work overtime on their own initiative and without proper advance approval, may be subject to corrective action up to, and including, termination of employment.

702.1.5 Managers and supervisors are expected to use sound business practices and critical thinking when requiring or approving overtime so that the cost of doing County business is not unduly inflated when other, more efficient and cost-effective means could be used to accomplish the same work.

702.1.6 Consistent, recurring, and/or long-term accumulation of overtime by an employee (other than cyclical peaks based on business necessity) should be closely examined by the manager or supervisor. Serious consideration should be given to the circumstances, to alternate methods of accomplishing the work, and to reviewing the work of the position in order to minimize such recurring overtime.

702.1.7 Overtime is not granted for work done at home unless:

- (a) Specifically required by the supervisor or manager due to business necessity;
- (b) Such work is an essential part of the job, as in the case of on-call or emergency personnel; or
- (c) Specific authorization and exception to policy is made in advance. Exceptions to policy must be justified and documented, and the documentation must be attached to the Overtime Request and Authorization form.

702.2 Exceptions to Overtime Eligibility

702.2.1 Elected Officials are not eligible for overtime compensation.

702.2.2 Several categories of positions are exempt from overtime eligibility.

- (a) The federal Fair Labor Standards Act (FLSA) establishes criteria which the County must follow in determining whether a position is exempt or non-exempt from the FLSA overtime provisions. The Human Resources department is responsible for determining whether a position is exempt or non-exempt, based upon the Act's provisions.
- (b) The Human Resources department should be consulted if there is any doubt concerning the exempt or non-exempt status of any position.

703 – Compensatory Time

703.1 Compensation for Overtime

703.1.1 Overtime eligible employees shall be paid for overtime unless they request and receive approval for compensatory (comp) time off in lieu of overtime pay. Either party may require that approved overtime be compensated in overtime pay. Holiday time, annual and sick leave, comp time, and other forms of paid time off are not considered time worked for the purposes of calculating overtime pay.

(a) Overtime Pay

(1) Overtime pay is at the rate of one and one-half (1-1/2) times the normal hourly wage for each hour worked over forty (40) hours in a normal workweek, unless otherwise stated in a labor contract.

(b) Comp Time in Lieu of Overtime Pay

(1) Compensatory time accrual is at the rate of one and one-half (1-1/2) hours for each hour worked over forty (40) hours in a normal workweek, unless otherwise stated in a labor contract.

703.2 Comp Time Use

703.2.1 Comp time shall not be taken prior to being earned.

703.2.2 Comp time shall not be taken in less than ½ hour increments.

703.2.3 Comp time shall not be transferred to another employee.

703.2.4 Comp time use shall be documented using the *Leave Request and Authorization* form available from the employee's supervisor/work area or the Accounting Department.

703.2.5 Comp time use shall be scheduled at a time that will not restrict the County's ability to meet necessary work requirements.

703.2.6 Comp time use requests are subject to approval in advance.

703.3 Comp Time Maximum

703.3.1 Comp time may be accrued to a maximum balance of forty (40) hours. Comp time balances should be regularly reviewed by the manager or supervisor, and the employee. Comp time balances are reconciled by Accounting at the end of every

month. Comp time in excess of the maximum at the time of reconciliation shall be paid as overtime.

703.4 Exceptions to the Comp Time Maximum

703.4.1 Exceptions to the maximum comp time balance may be made only if the Elected Official or Department Head has documented the need based on business necessity. Those few departments who have cyclical peaks of accrual based on business necessity or other extenuating circumstances must forward to the Board of County Commissioners their request for an exception to the comp time maximum. Requests should be timely made. The Board will use its discretion in determining whether an exception may be made, and at what level.

703.5 Comp Time Pay Out

703.5.1 Employees who separate from Grant County employment shall be paid for unused, authorized comp time, according to the following conditions:

- (a) Employees who separate from Grant County will be paid for any unused, accrued comp time.
- (b) Payment for comp time is calculated on the base salary at the time of separation from the County.
- (c) Employees who are elected to County office shall be paid for comp time upon taking office, in accordance with this policy, given that Elected Officials are not eligible for overtime.

703.6 Possible Variance: A variance to this policy may exist for the Sheriff's Office.

704 – Call Back

704.1 Circumstances may develop where it becomes necessary for supervisors to request an employee return to work after the employee has left their work location for the day. In these instances, non-exempt employees will receive a minimum two (2) hours' pay at the applicable rate, with the exception of any call back within fifteen (15) minutes of the employee's regularly assigned shift. The employee will be paid at the overtime rate of pay for actual time worked. For example:

704.1.1 If an employee is called back to work and performs thirty (30) minutes of work, the employee is compensated for thirty (30) minutes at the overtime rate of pay in addition to ninety (90) minutes at his/her regular rate of pay.

- 704.2 Circumstances caused by an employee's actions will not subject the employer to call back pay provisions. In these instances, non-exempt employees will receive pay at their regular rate of pay for actual hours worked. Only actual hours worked are considered for purposes of calculating overtime pay.
- 704.3 Call back pay is not applicable for an employee with on-call responsibilities (*see this policy's section 705, On-Call, below*).
- 704.4 Exempt employees are not eligible for call back pay.

705 – On-Call

- 705.1 Certain positions require on-call responsibilities. Employees in on-call status must remain in the County and be available for contact by pager, cell phone and/or radio. Personal activities are not strictly limited during on-call status; however, employees must be able to respond to duty in a sober and ready to work condition after normal business and/or work hours from any location in Grant County.
- 705.2 Employees may receive on-call pay, determined case-by-case based on demands and business needs. In addition to any on-call compensation, actual time worked will be paid at the applicable rate of pay and count toward the overtime threshold.

706 – Time Records

It is the employee's responsibility to ensure that attendance and hours worked are recorded accurately. Altering or falsifying any time and attendance records, or completing another employee's time and attendance record, is prohibited and grounds for corrective action up to, and including, termination of employment. Where used, time and attendance records are County property and are not to be removed from the work premises. It is also the employee's responsibility to ensure that time and attendance records, e.g. Time Sheets (where used), Leave Request & Authorization Forms, etc. are routed to his/her supervisor in a timely manner.

707 – Attendance and Punctuality

- 707.1 Grant County relies on an employee's presence for effective services. It is important that employees report for work, on time, as scheduled.
- 707.2 If, for any reason, an employee will be delayed or if it is legitimately necessary for him/her to be absent from work, the employee must call his/her supervisor promptly and prior to the scheduled work shift. If an employee is unable to contact his/her supervisor, the next level supervisor must be contacted. It is the employee's responsibility to have all necessary telephone numbers at his/her disposal to report the delay to or absence from work.

- 707.3 Employees are required to call in each day they are absent, prior to their work shift, except in those instances in which a previously approved extended leave-of-absence exists. For these cases, written documentation with an intended return to work date is required.
- 707.4 An employee who has failed to report or call in to work pursuant to this policy may be subject to corrective action up to, and including, termination of employment.
- 707.5 Employees who are absent from work for three (3) consecutive days without notice will be considered to have abandoned their position and will be terminated from employment.
- 707.6 Employee absences and tardiness should be recorded daily. Specific attendance and punctuality policies may vary between offices/ departments, based on the nature of service provided.
- 707.7 Tardiness and poor attendance are grounds for corrective action up to, and including, termination of employment.
- 707.8 Supervisors should be aware of any employee tardiness/absenteeism pattern that may emerge, such as an employee's tendency to be absent and/or late on a specific day of the week, being absent and/or late the day before or day after scheduled vacation, etc. Should a pattern of tardiness or absenteeism be identified in an employee, the supervisor should discuss that observation with Human Resources for potential corrective action and/or assistance measures for the employee in question.

708 – Emergency Conditions/Inclement Weather

- 708.1 Grant County's commitment to its citizens requires that all offices, departments and activities shall be open and in operation during established work hours regardless of emergency or weather conditions. Because many County services are of primary importance during emergency conditions, all employees should plan ahead and make every reasonable effort to report for work on a timely basis; *i.e.*, unless travel conditions present undue personal risk.
- 708.2 Should emergency conditions exist which would prevent an employee from reasonably reporting to work either on time or at all, the employee is required to contact his/her supervisor, providing as much advance notice as possible prior to the scheduled, work starting time.
- 708.3 It is the employee's responsibility to have all necessary telephone numbers at his/her disposal to report the delay or absence from work.

- 708.4 Employees may use any earned annual or earned compensatory time in such instances, subject to prior approval by their supervisors. If an employee does not have accrued leave available, or chooses not to use accrued leave, the time will be processed as leave without pay.
- 708.5 Should emergency/weather conditions be so severe that the Board of County Commissioners announces curtailment of County operations for the safety and welfare of its employees and/or citizens, no pay shall be deducted for employee work time lost during the first two (2) days of the announced curtailment of operations, nor shall employees be required to use earned annual or compensatory time for such two-day period unless the employee had already scheduled the time as annual, sick or compensatory time off. This provision may not apply to essential services personnel called upon to provide County safety and security services.

709 – Meal and Rest Periods

- 709.1 Grant County may allow non-exempt employees to take one (1) fifteen (15) minute break for each four (4) hours' of scheduled work. It is not always feasible for these breaks to be allowed. These breaks may not be taken at the beginning of the shift, at the end of the shift or just prior to or just after the meal period. These breaks may be taken at approximately the half (1/2) way point of each four (4) hour period of time. Breaks may be scheduled at the supervisor's discretion and based on the service needs of the office/department.
- 709.2 Non-exempt employees that are scheduled to work at least eight (8) hours per shift will receive either one (1) thirty (30) minute or one (1) sixty (60) minute, unpaid meal break each shift. The meal break should be taken approximately during the middle of the shift. An employee's supervisor may inform him/her of the meal break allotment and time, if applicable. Non-exempt employees that are scheduled to work more than five (5) hours, but less than eight (8) hours per day, will receive at least one (1) thirty (30) minute unpaid meal break each day.
- 709.3 Offices/departments may have varying procedures for rest breaks and meal periods. Should any question exist, employees should contact their supervisor for specifics.

710 – Reasonable Break Time, Nursing Mothers

- 710.1 The Patient Protection and Affordable Care Act ("Affordable Care Act") amended Section 7 of the Fair Labor Standards Act ("FLSA") to require employers to provide **reasonable break time** for an employee to express breast milk for her nursing child **for one year** after the child's birth **each time** such employee has need to express the milk.
- 710.2 In addition, employers are required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from

coworkers and the public, which may be used by an employee to express breast milk.

- 710.3 At the Courthouse complex, the office space off of the Law Library has been identified as the **HR Conference Room** and provided with a locking door. The primary purpose of this change was to identify an adequate space within the Courthouse complex for nursing mothers returning to work. **Use of the room can be scheduled** through HR as needed. When not in use it will remain unlocked so that it continues to be of general use to the public.
- 710.4 Matters of consideration regarding break time & location for nursing mothers:
- 710.4.1 EOs/DHs may provide an alternate, adequate space within the work area for their employees for this purpose, if more convenient.
- 710.4.2 Obviously, employees stationed outside the Courthouse complex will not have ready access to this space. Please contact HR if you need assistance in identifying an appropriate space and complying with the law.
- 710.4.3 The frequency of breaks needed to express milk as well as the duration of each break will likely vary. Situations will have to be reviewed on a case-by-case basis and will require flexibility. HR is available to consult with supervisors and/or impacted employees.
- 710.4.4 Only employees who are not exempt from the FLSA's overtime pay requirements are entitled to breaks to express milk (those in non-exempt positions).
- 710.4.5 Employers are not required under the FLSA to compensate nursing mothers for breaks taken for the purpose of expressing milk.

711 – Unauthorized Work

- 711.1 Non-exempt employees are strictly prohibited from working unauthorized, or "off-the-clock", hours. Without exception, additional hours of work for non-exempt employees require prior approval by the employees' supervisor.
- 711.2 Non-exempt employees are required to accurately record pre-approved hours of work over and above their regular, scheduled work hours on an Overtime Request and Authorization form, available from their supervisor/work area or the Accounting Department.

712 – Exempt Employees

- 712.1 Grant County has classified certain positions as exempt from the Fair Labor Standards Act, based on analysis against federal requirements. Exempt employees:
- 712.1.1 Are compensated for work done, not hours worked, and are expected to do what is necessary to meet the demands of the job and get the work done;
 - 712.1.2 Are not compensated for overtime or call back time;
 - 712.1.3 Are not required to use paid leave or have their pay docked for time away from work in increments of less than four (4) hours;
 - 712.1.4 Are expected to provide appropriate notice, as a courtesy and as a responsibility, for such time away from work; however, no leave slip shall be required for Accounting.
 - 712.1.5 Managers and supervisors may choose to develop in-house methods for tracking an exempt employee's time away from work as set forth in section 711.1.3 above, including using leave slips for tracking purposes.
- 712.2 Exempt employees, managers, and supervisors are responsible for ensuring that the County's business does not suffer from exempt employee time away from work. Time away must consider workload, performance, and the best interests of the County.
- 712.3 Exempt employees, when absent from work, should apply the following formulas:
- 712.3.1 For a partial day absence of less than four (4) hours, exempt employees need not use leave banks and will not be subject to salary reduction.
 - 712.3.2 For a partial day absence of four (4) hours or more, exempt employees shall use eligible leave banks or, if leave banks are exhausted, will be subject to salary reduction.
 - 712.3.3 For full day absences, exempt employees shall use eligible leave banks or will be subject to salary reduction.
- 712.4 Exempt employees are not permitted to use the "less than four hours" time away from work in conjunction with other leave to make up a full day away from work.