

City of Sterling Personnel Policies

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CHAPTER 6 ATTENDANCE

SECTION 1 - HOURS OF WORK

The currently established work periods and hours of work are defined in the following table for the specified positions.

Work Period in Days	Hours Worked	Positions in Specific Work Period
28	171	Sworn partially-exempt Police Department Personnel
28	212	Sworn partially-exempt Fire Department Personnel
7	40	All other exempt and non-exempt personnel

The City reserves the right to change the above work periods or hours worked. Employees are expected to work the number of hours specified according to the work period for their position. The hours worked listed above are those established under the Fair Labor and Standards Act (FLSA) as the maximum hours of work per work period before overtime is paid. Employees shall only exceed the specified hours worked in the event of an emergency situation or if overtime work is necessary to carry out the essential services of the City. The City Manager and affected Department Heads or supervisors may authorize overtime in these situations. Scheduling employees for work shall be the responsibility of the department in which an employee is employed. A department's scheduled working hours shall be approved by the City Manager.

SECTION 2 - ATTENDANCE

All employees should be at their work in accordance with the general regulations or department regulations prepared to work. Prompt appearance for work at the specified time is required of all employees.

SECTION 3 - LATE FOR WORK (TARDY)

In the event an employee will be late for work, it is the responsibility of the employee to notify their supervisor as soon as possible. An employee who is consistently late for work is subject to disciplinary action as outlined in **Chapter 8** of this manual.

SECTION 4 - FITNESS FOR DUTY

Employees shall report for work in a mental and physical condition ready to perform the work to which they are assigned. If an employee reports for work in an impaired condition, due to consumption of

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alcohol or use of a controlled substance, the employee shall be subject to disciplinary action up to and including dismissal. Impairment is defined in **Chapter 17 - Substance Abuse**.

SECTION 5 - EMERGENCY CALL BACK

Employees may be requested to leave a number where they may be contacted after their normal working hours. If a call out is necessary, employee response shall be on a voluntary basis. Nothing in this statement shall place any restrictions on employee movement during or use of off duty hours. Use of a telephone list is permissible with employees eligible to exchange scheduled times with both parties' agreement and with supervisory approval. Rotational telephone lists are also acceptable under the above provisions. Employees who respond to emergency call out shall be paid a minimum of one (1) hour for that response. Any emergency call out time is considered time worked, and is subject to payment at the employee's regular rate of pay. Hours worked in a call out situation may be eligible for overtime payment if the employee actually works more than the specified hours for the work period in which the call out occurred. Employees shall, in the event of a response to an emergency call out, be subject to all personnel policy provisions, including but not limited to fitness for duty requirements.

SECTION 6 – ON-CALL

Certain employees are required by the nature of their job description to be "On-Call" after the City of Sterling's normal business hours, including Saturdays, Sundays and Holidays (Closure Days). The "On-Call" status requires the employee to carry an emergency pager, cell phone or similar mobile device and call back on any notification/contact received within fifteen (15) minutes. Following the call-back to the reporting party, the employee has discretion concerning whether the response is required immediately or can wait until the next business day. If the employee determines the call requires an immediate response, the employee is required to respond according to the following procedures:

- A. Response times will be set by department policy, and generally, employees who are placed on the On-Call status are required to be available within a 30-minute drive time and/or the drive time typically taken from their home residence to the City of Sterling.
- B. Employees are required to carry on their person an emergency pager or other approved mobile device and must be immediately available to take the contact.
- C. For the purpose of this policy, standby time is defined as time an employee is required to be at a work site or to be close that they cannot effectively spend their time in personal pursuits. Standby time will be paid as work time at the employee's normal base rate of compensation.
- D. If an employee is actually called into work, the time will be paid as work time at the employee's normal base rate of compensation.
- E. No employee will be required to be On-Call if they have missed work that day for any reason. The employee is responsible to notify the immediate supervisor who will arrange for a replacement employee to take the On-Call assignment.
- F. Employees are allowed to arrange for a trade of a future On-Call assignment within a reasonable period in advance of the assignment. The immediate supervisor must be thereafter notified in advance of the "trade agreement" by the employees in order to update the master calendar for On-Call assignments.

Program Incentive

- G. If called in to work, the employee will be paid for the actual time worked- with a one-hour minimum in addition to receiving one hours pay for carrying of the emergency pager or mobile device.

Employee Call-outs

- H. For employee "call-outs, the following policy is in place:
 1. The employee receives a minimum of one hour's compensation at his/her normal pay rate for responding to an emergency page.

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2. The employee's time starts when he/she leaves his/her home and runs until he/she returns to his/her home.
 3. The employee who responds to the emergency page must physically report to the worksite to receive the one-hour minimum payment. No other payment is authorized until the employee reports to the physical work site.
 4. An employee who is serving "On-Call" during a City recognized business closure day will receive his/her normal rate of pay for responding to an emergency page or contact.
- I. It is the responsibility of the immediate supervisor to maintain the master calendar for "On-Call" assignments and shall advise the Communication Center of the "On-Call" staff.
 - J. Management reserves the right to change or modify this policy as operating conditions deem necessary.

SECTION 7 - ABSENT WITHOUT LEAVE

An absence of an employee from duty, including scheduled overtime, or any absence for a single day or part of a day, that is not authorized by a specific grant of leave or absence under the provisions of leave regulations found in **Chapter 10** of this manual shall be deemed to be absent without leave and shall be subject to disciplinary action up to and including dismissal.

SECTION 8 - JOB FORFEITURE

In the event an employee is absent from work without approval through the leave policies in **Chapter 10** of this manual or without notification from the next of kin in the case of an incapacitating injury or illness for three (3) consecutive days or scheduled shifts, said employee shall forfeit their employment with the City of Sterling. Job forfeiture will be considered a separation not in good standing.

SECTION 9 - ATTENDANCE RECORDS

Records of employee attendance at work shall be tracked by each department and maintained in City Hall. Records shall indicate the days an employee works, type of leave taken, etc. Employee records shall indicate hours of work and hours of leave taken per day during the appropriate work period.