

 STANISLAUS COUNTY COMMUNITY SERVICES AGENCY	Developed by/Date: Per Old DSS Manual Prior to 2000, Rev. 4/09, Rev 2/10, Exec Team 12/11, 11/12	Page: 1 of 4	Number: 2.2
	Reviewed by/Reviewed Date: CSA Exec Team 5/4/09, Exec Team Rev 2/10, Mgr Team 12/11	Replaces:	Category: Time Keeping and Attendance
Title: Work Time and Hours		Approved: 2/22/10, 1/4/12, 11/8/12	

Policy

 Procedure

 Guideline

Purpose

To ensure that all employees understand the expectations of the Community Services Agency (CSA) regarding work hours, time away from work and rest periods.

Definition

County policy has designated specific rules. CSA employees are expected to adhere to the following work time and hours of the Agency.

- A. Work Week
 It is the duty of each full-time employee to work forty hours in each work week. The work week for CSA begins Sunday at 12:00 am and ends Saturday at 11:59 pm.

- B. Work Hours
 No employee is to work outside of their designated work hours. Hours may vary based upon work functions with management approval. Managers of each section shall arrange the work of their staff to maintain coverage, efficiency and integrity of services. Weekly work schedules are normally approved by supervisors in advance and cannot be changed without supervisor authorization. For most staff, work is performed between 6:00 am and 6:00 pm, Monday through Friday. Core Hours are from 9am-4pm and all staff are expected to be scheduled and available during core hours to serve agency customers. (Minor exceptions apply).

- C. Variance of Work Hours
 With supervisory approval, staff may deviate from the usual work hours in lieu of using vacation or sick time for temporary absences or a temporary personal need. Temporary means that it will last for a limited short period of time. This variance is not intended to alter the workweek on an ongoing basis, but upon supervisor discretion an employee can request (in advance) to alter their work schedule for a temporary need up to 4 hours in a week. Likewise, when demands of the Agency require work outside of usual work hours, the supervisor will make every attempt to vary hours to ensure that the work week does not exceed forty hours. Employees must obtain prior approval from their supervisor to work a varied schedule. The employee must request to vary their normal work schedule each week and shall consider variance of work

hours a privilege and understand they do not have the right to a varied schedule at anytime. The supervisor/manager has the sole discretion to approve to vary an employee's schedule from week to week, and the employee should not assume that any of their requests are approved until their supervisor/manager has reviewed and approved each request. Employees on a corrective action plan or a leave restriction may be denied the ability to vary work hours upon supervisor/manager discretion.

D. Overtime

Work in excess of forty hours shall be considered overtime only if it has been approved. It is the County's policy to avoid overtime work whenever possible. Working unauthorized overtime is prohibited.

The Community Services Agency (CSA) employees wishing to claim overtime must meet the following criteria.

1. All overtime worked must be pre-approved.
2. Overtime slips must be signed and approved by the supervisor/manager prior to authorizing the individual to work in excess of forty hours in a work week. Overtime slips do not need to be turned in along with the employee's timecard.
3. Employees can not claim overtime if they have used either Vacation Time, Sick Time or Comp Time Used in the same week, unless they have worked more than forty regular hours.

E. Lunch

An unpaid lunch period of at least one-half hour must be taken during each workday of six hours or more. If an employee works 12 hours or more a second unpaid lunch period of at least one-half hour must be taken. On very rare occasions, when an emergency occurs, an employee may not be able to take a lunch break during their work shift. Emergency example could be having a child in custody and the Social Worker is unable to take a lunch. Emergency is not in situations when the employee continues to work extra on a caseload or to attend meetings. When the employee has an actual emergency situation, they should contact the supervisor immediately for approval and will note on their timecard "Unable to take a lunch due to an emergency". A lunch break need not be taken for a workday of only six hours, upon mutual agreement of the employee and supervisor.

F. Rest Periods (Breaks)

Each Department Head is empowered to grant to the employees in his department rest periods during the working hours of the day, such rest periods not to exceed fifteen minutes in any four consecutive hours of work. Rest periods or "breaks" are intended to improve work performance by providing some relaxation during a period of concentrated effort. Therefore, breaks are not to be used at the beginning or end of a four hour work period in order to extend the lunch hour or leave the work place early. It also follows that break-time may not be accrued; a break missed or skipped is not time-off available for later use. Short rest and stretch breaks, of five minutes or less are recommended after each hour of continuous, repetitive work, such as use of a computer keyboard or continuous writing.

G. Vacation Time

Vacation hours for regular full time employees shall accrue each pay period, as follows: 0-2 years of service, 3.7 hours; 3-10 years of service, 5.24 hours; 11-20 years of service 6.78 hours; 21 plus years of service, 8.32 hours. Employees may not request the use of vacation time until it appears on their check stub. A written request for the used of vacation time should be submitted in advance to the supervisor for approval.

H. Sick Leave

While in continuous service, employees shall be entitled to 3.7 hours of sick leave per pay period. Leave time is not credited until it appears on the employees check stub. Such sick leave with pay may be used in the case of bona fide illness of the employee or in the event of serious illness in the employee's immediate family. "Immediate family" normally means father, mother, husband, wife, son, daughter, sister, brother, grandparents, grandchildren, father-in-law, or mother-in-law; however, for reasons held to be sufficient by the employee's Department Head and approved by the Chief Executive Officer, this definition may be expanded to include other persons whom the employee had enjoyed a parent or family-like relationship.

Upon return to work, employees shall complete the Claim for Sick Related Time form, with the appropriate marked box, and give to their supervisor for approval. It is the employee's responsibility to make sure the form is attached to their timecard for processing. An employee shall furnish a certificate issued by a licensed physician or other satisfactory proof of illness upon request of the Agency.

I. Holidays

County employees shall be entitled to the following holidays at the rate of eight hours per observed holiday.

1. January 1st, New Year's Day';
2. The third Monday in January, Martin Luther King Day;
3. The third Monday in February, Washington's Birthday;
4. The last Monday in May, Memorial Day;
5. July 4th, Independence Day;
6. First Monday in September, Labor Day;
7. November 11th, Veterans Day;
8. November, the Thursday designated as Thanksgiving Day;
9. The day after Thanksgiving Day;
10. December 25th, Christmas Day;
11. Only the immediate days of mourning declared by the President of the United States and the Governor of California will be considered as County holidays;
12. Every Monday following a Sunday which falls on January 1st, July 4th, November 11th, or December 25th;
13. Four hours when Christmas Eve falls on any day of the week except Saturday or Sunday.
14. Every Friday proceeding a Saturday that falls on January 1st, July 4th, or November 11th.

J. Time off for County Exams

Employees are encouraged to interview for county exams, promotions and interviews and are allowed to claim REG time on their timecards which allows them to be paid while they attend county interviews.

All employees in the Classified Service shall be entitled to necessary time off with pay for the purpose of taking qualifying or promotional examinations administered by the Personnel Office. The hiring department has a set time for interviews and may not be able to accommodate special requests which means employees may have to interview during work hours. In this case, it is suggested you request time off from your supervisor ahead of time. If possible, employees should keep co-workers in mind and avoid scheduling interviews during meetings, near deadlines, or when co-workers need you most.

Note: Extra Help and/or temporary employees are unclassified and as a result are exempt from this code section. However, supervisors are encouraged to work with them by allowing them to flex their schedules or make up their time if at all possible.