

1.0 PURPOSE:

To describe the policies and procedures of the City of West Allis in regard to work hours and work schedules.

2.0 ORGANIZATIONS and PERSONS AFFECTED:

This policy applies to all City of West Allis departments, boards, commissions, and employees except elected officials.

3.0 POLICY:

It is the policy of the City to follow a uniform set of guidelines regarding work hours and work schedules.

4.0 REFERENCES:

City of West Allis Revised Municipal Code Sections 2.07, 2.76(9), 4.04 and 5.115.
Protective Service Collective Bargaining Agreements.

5.0 PROCEDURES:

The implementation of work hours and schedules shall be the responsibility of the Department Head, as appropriate, within the following guidelines. Nothing in this policy shall preclude a Department Head from managing Department operations to implement daily, periodic, or other variations from the normal work schedule to accomplish certain tasks under a special circumstance or to reduce overtime on an ongoing basis.

5.1 GENERAL POLICIES – WORK HOURS AND SCHEDULES

Nothing in this policy shall be construed as a guarantee or limitation of the number of hours an employee may work in a day or week.

5.1.1 Hours of Operation. Hours of operation are set by the Revised Municipal Code, Department Head or building policy.

5.1.2 Normal Work Day/Week.

- Full-time employees typically work an 8-hour day/40-hour week, 52 weeks per calendar year.
- Part-time employee work schedules are considered anything less than full-time.
- Department of Public Works/Engineering employees working as collectors on incentive routes shall be allowed to “punch out” prior to completing eight (8) hours of actual work in accordance with Departmental policies/procedures/rules/regulations pertaining to the incentive refuse/recyclable collection system; any day of the week may be designated as an “incentive route” day as determined by the Director of Public Works/Engineering or his/her designee.

5.1.3 Lunch Hour and Breaks. An employee is granted breaks and a lunch hour, based on the number of hours worked in a day and per Departmental policy. Breaks shall not be used to extend a lunch hour and/or shorten a workday/week (e.g., arrive late or leave early); in other words, "use it or lose it" at its daily designated time.

5.1.4 Attendance. Prompt and regular attendance is required from all employees.

An employee is required to call in and report absences or tardiness to their supervisor per Departmental policy.

An employee who fails to report to work for three consecutive workdays without notice will be deemed to have voluntarily terminated their employment.

Tardiness and absenteeism may result in discipline, up to and including termination of employment.

5.1.5 Overtime. Overtime shall be administered in accordance with Premium Pay Policy 1424.

5.2 GENERAL POLICIES – FLEXIBLE WORK TIME:

The overall goal of the flexible work time schedule is to provide flexibility for the employee's individual/personal circumstances, while at the same time continuing to accomplish all work in an efficient manner and to serve the public's needs.

The implementation of flexible work time schedules shall be the responsibility of a Department Head, as appropriate, within the following guidelines.

- 5.2.1 An employee is eligible to request a flexible work time schedule through their immediate supervisor with final approval granted by the Department Head. Upon Department Head approval (whose decision shall be final), the approved, written flexible work time schedule shall be maintained in the respective office with a copy being provided to the Human Resources Office.
- 5.2.2 The flexible work time schedule shall be within the limits of one (1) hour before and one (1) hour after the "normal" office hours of the respective building.
- 5.2.3 The "normal" number of hours in a work day/week shall be maintained; adequate staff coverage must also be maintained during the "regular" open hours of the building.
- 5.2.4 The flexible work time schedule shall be consecutive and uninterrupted with the exception of breaks and lunch.
- 5.2.5 Flexible work time schedules shall not adversely affect work; the quality and quantity of work must be maintained so as to not interfere with service to the public and staff.
- 5.2.6 Flexible work time schedules shall be granted on the basis of job duties, the need for and availability of supervision, work record, demand, and availability, as determined by each Department Head.
- 5.2.7 Responsibility for an employee working under the flexible work time schedule shall remain with the Department Head and immediate supervisor as delegated. (Physical presence of the supervisor is not necessarily required.)

- 5.2.8 Small offices having only one type of position are limited in the use of flexible work time schedules. Any use of flexible work time schedules in these situations shall have other staff in that office, or another office, provide coverage for that position's responsibility.
- 5.2.9 Expanded work hours into early morning/late evening/ weekends/compressed workweek and use of flexible work time solely for the use of accruing time for periodic half-days or full days off shall not be permitted.
- 5.2.10 No overtime shall be allowed to be incurred as a result of flexible work time schedules.
- 5.2.11 Any variations from this policy shall be permitted by exception. A Department Head (on behalf of an employee) may submit a written request for such an exception based on some unique or special need. The request shall be submitted to the City Administrative Officer/Clerk-Treasurer who, after reviewing the request with the employee, immediate supervisor, and Department Head, and after conferring with the Mayor and Human Resources Manager, may approve such request for an exception. The decision of the City Administrative Officer/Clerk-Treasurer shall be final.
- 5.2.12 The provisions of this policy shall not conflict with any ordinances, other policies, union contracts, or officially approved past practices.