

CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

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CHAPTER: Compensation

SUBJECT: Work Schedules

POLICY NUMBER: 3.890

PAGES: 2

EFFECTIVE DATE: June 28, 1983

REVISION DATE: January 1, 2012

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

POLICY:

Work schedules for employees vary throughout the organization. Scheduled hours of work are set by the Department/Division Head with City Administrator approval for any long term changes in normal operating hours. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, days of the week worked, as well as variations in the total hours that may be scheduled each day and week.

The employer places great emphasis on good attendance. Absence or tardiness places an extra burden on co-workers and undermines the efficient operation of the City. Regular attendance is expected of every employee. It is each employee's responsibility to be on the job, on time each day, and fully able and ready to work. Although there are justifiable reasons to take time off from work, each employee's employment assumes his or her availability for work. Employees are expected to arrive at work on time, return from scheduled rest breaks and lunch breaks on time and to work until the job is completed or the employee is relieved from duty.

The City is always open for business, regardless of weather conditions, unless otherwise determined by the City Administrator or Mayor. Weather conditions may prevent employees from getting to work or cause them to arrive late. Employees are

expected to make every reasonable effort to report to work during inclement weather. When severe weather conditions exist, it will be the responsibility of each employee to contact the employee's supervisor before the start of his or her shift if he or she is unable to report to work on time. Work time missed due to inclement weather is without regular pay for non-salaried employees. Employees may request to use vacation or personal leave time, but in the event of severe weather or other circumstances, as determined by the employer, the employer's need for the Employee's attendance to perform his or her duties will prevail.

Each employee is responsible for and required to accurately record his or her work time each work day and each employee will be held accountable for failing to completely and accurately record his or her time. Each employee should record his or her time card only. Each employee is responsible for accurately reporting his or her hours of work or use of paid time off. Each employee will be required to verify that the hours on the employee's time card record are complete and accurate by signing the time card. Errors must be immediately reported by the employee. Employees should never assume a supervisor or payroll clerk would notice or edit any time discrepancy, as this is the employee's responsibility. Hourly employees must not work prior to the start of their shift unless such time has been previously authorized by a supervisor.

FLEXIBLE WORK SCHEDULE PROCEDURES:

All flexible work schedules must be in writing and approved by the employees supervisor.

All schedules will take into account the operating efficiencies required in each department.