

**JONES COUNTY
BOARD OF COMMISSIONERS**

	TOPIC: <i>Flexitime</i>
	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To allow employees flexibility in scheduling their work hours within the policy requirements described below subject to approval by the County Administrator.

II. POLICY

Individual departments may use a flexitime work schedule, subject to the following conditions:

- The work week for County Employees is a seven (7) day period beginning on Sunday at 7:00 a.m. and continuing to Sunday at 6:59 a.m.
- The normal work week for non-exempt employees of 40 hours must be observed.
- The Department Manager, with the approval of the Division Director or major Department Head, has the discretion to determine if staffing coverage is adequate and sufficient to meet the operating requirements of the department and public service needs.
- Flexitime schedules should be evaluated periodically.
- The accrual and use of Personal Time Off, Catastrophic Leave and Personal Holidays will be the same for employees working flexitime as those working a standard schedule.
- The department management may implement, continue, discontinue or modify flexitime work schedules. The department management has the right to return an employee to a standard work schedule.
- Department Managers will obtain approval by the appropriate Division Director or Department Head for the flexitime schedule requests. After approval has been obtained, the schedules should be forwarded to the Human Resources Manager for review.

III. DEFINITIONS

Exempt Employees – Executive, professional, administrative, or other positions exempt from the requirements of the FLSA, as amended.

Flexitime – A schedule by which an employee may work an alternate work schedule within specific limits dictated by the needs of the job and is subject to management review and approval.

Flexitime Policy – Full-time employees, who are non-exempt, must complete a minimum of forty

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(40) hours work within the established seven day workweek period.

IV. RESPONSIBILITY

Department Manager – The department manager will ensure that flexitime is administered consistently and equitably within the department, that flexitime arrangements conform to County policy and that staffing is always adequate to meet the operational requirements of the department and public needs.

Employee – The employee will plan and organize his or her time to meet the job requirements established by the department manager and will inform the supervisor when coverage is not adequate.

V. EVALUATING FLEXTIME SCHEDULES

Departments currently participating in flexitime scheduling will evaluate the schedules periodically to ensure operational and public needs are being met.

Departments should evaluate any significant effects resulting from the flexitime schedule. Collected data should include the following:

- a) Absenteeism
- b) Turnover
- c) Punctuality
- d) Non-exempt overtime
- e) Production statistics, workload and customer service issues

The Division Director and Department Manager should review the data for any inconsistencies or problem areas. The department should also survey the opinions of staff and management.

VI. ANNUAL REVIEW

All flexitime schedules should be reviewed annually to ensure they are viable and meeting department, employee and citizen needs.

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	TOPIC: <i>On Call Policy</i>
	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To establish policy guidelines for an on-call program and to identify Employees who accept designated on-call status during their non-working time.

II. EMPLOYEE PARTICIPATION

On-call Employees are non-exempt employees under the Fair Labor Standards Act (FLSA) who agree to serve on an on-call basis during specified periods of non-working hours. Exempt employees, under the FLSA may, as part of their job description, are required to work on-call.

III. RECORDS

The Finance Department shall ensure that a permanent record of on-call status is kept on all non-exempt Employees based on information approved by Department Heads and that the proper payments of on-call supplements are made and accounted for at the end of each pay period.

Random audits of the on-call status record for each Employee will be conducted.

IV. POLICY

In the event of any conflict between this policy and the FLSA, the FLSA shall control. The Department Head of respective areas will identify non-exempt position classifications that may participate in the on-call program. Any non-exempt employee desiring to participate in the on-call program shall notify his/her Department Head of his/her willingness to participate. The Department Head shall establish a schedule which shall provide for the participating non-exempt employees to be on-call for a specified period (usually a weekly period) on a rotating basis.

Employees serving in on-call status are required to be available to promptly report for work during off-duty hours and over and above their normal scheduled hours of work. During the designated on-call period, employees assigned to on-call status are unrestricted in movement or location, within a reasonable distance from their work place that would allow them to report for work in the time periods specified, but must remain accessible by phone or pager and in a fit condition to work.

On-call employees must be available to respond by telephone within fifteen (15) minutes of a call from the County to answer questions or make decisions or be available when called to report to work within a thirty (30) minute time period, provided that such employee resides within thirty (30) minutes driving time from work. Employees who reside more than thirty (30) minutes from work must be underway to work within thirty (30) minutes of being called and must arrive as soon as practical.

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Non-exempt employees assigned to on-call status will be paid a daily supplement of \$35.00 for each day he/she is in on-call status.

V. ON-CALL POLICY

In addition, if the on-call status employee is called in to work, he/she will be guaranteed a minimum of one (1) hour pay at his/her current hourly rate of pay. Employees will be compensated at an overtime rate of one and one-half (1 1/2) times his/her hourly rate of pay for all hours worked above forty (40) in the work week, in accordance with the FLSA.

Employees serving in on-call status 1) who cannot be located, 2) who do not respond within fifteen (15) minutes to a phone call or page, 3) who fail to report when called within the time limits provided, or 4) who report to work in an unfit condition, will not be paid the on-call supplement for that day and will be subject to disciplinary action including but not limited to removal from the on-call program, suspension without pay or termination of employment.

VI. DEPARTMENT AND EMPLOYEE RESPONSIBILITIES

Department Manager

- 1) It shall be the responsibility of each Department Manager to equitably administer the on-call program and the assignment of on-call status within his/her respective departments and to designate positions authorized to be involved in on-call duty.
- 2) Department Managers are the authorized authorities for the approval of on-call status at any given time.
- 3) Department Managers shall ensure that all on-call supplement payments are recorded on non-exempt Employee's records and that the hours worked when the non-exempt Employee is called in to work during the on-call period are recorded on the Employee's time sheet during the pay period the hours occur.
- 4) Department Managers will endeavor to minimize the utilization of on-call hours within their departments taking into account all relevant factors.
- 5) Departments that require twenty-four (24) hours per day, seven (7) days per week monitoring may require the use of on-call hours on a regular basis. On-call hours for other departments may be considered necessary only in emergency situations, wherein additional effort is needed to complete a task which is critical in nature.

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Employee

- 1) It is the responsibility of the individual Employee to bring any errors in recording on-call supplements or compensation for hours worked when called in to work to the appropriate Department Head as soon as possible.
- 2) Employees who are on approved Personal Time Off or Medical Leave are not eligible to serve in on-call status during that period.

VII. EMERGENCY SITUATIONS

Nothing in this policy shall negate the obligation of all County employees to respond if called in emergency situations.

VIII. EXEMPT EMPLOYEES

Exempt employees whose job duties include being available for work at any time that the need arises, shall not be participants in this on-call program, but shall be available as required by their jobs on an on-call basis. Exempt employees shall not be entitled to any supplement for performing their on-call services.

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	TOPIC: <i>Emergencies/Inclement Weather/Adverse Conditions</i>
	POLICY SECTION: <i>Human Resources</i>

I. PURPOSE

To provide guidelines for paying employee compensation when inclement weather, adverse conditions or other emergencies cause the County Administrator to declare an Official Closure of County Government offices and services to the general public and/or staff.

II. OFFICIAL CLOSURE – COUNTY OFFICES/SERVICES TO GENERAL PUBLIC

A. Mission Critical Employees

- 1) Employees whose duties and responsibilities are deemed mission critical shall be designated by the Division Director / Department Heads / Managers to respond in the event of a designated period of emergency. These designated employees below the level of Division Director or the equivalent are eligible for overtime pay and holiday compensation as provided by this policy.
- 2) Mission Critical Non-exempt employees who work during the Official Closure period will receive compensation for all hours worked during the period at the appropriate straight time rate; however, any actual hours worked above forty (40) hours during the workweek will be compensated in compliance with FLSA overtime provisions.
- 3) Mission Critical Exempt Employees who work during the Official Closure will receive an equivalent amount of Personal Time Off (PTO) hours for each hour worked during the official closure up to a maximum of 8 hours for each day. The Department Head will report the hours worked by the employee to the Finance Department. The finance department employees will manually adjust the PTO hours appropriately in affected employee's PTO account.

B. Non-Mission Critical Employees

- 1) When inclement weather or other adverse conditions prompt Official Closure of County offices and services for the general public, and the inclement weather restricts Non-Mission Critical staff from the regular business operating schedules and work periods, employee compensation will be paid in the following manner:
 - a) Employees who report to work at their scheduled time, and work until the Official Closure Time, will not be charged personal leave.

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- b) Employees who leave work prior to the Official Closure announcement will have the corresponding amount of time deducted from personal leave or receive leave without pay from the time of their departure until the official closing time.
- c) Employees who were scheduled to work and could not work due to the Official Closure will be paid as though the time was worked.
- d) Employees who do not report to work as scheduled in anticipation of Official Closure will have the corresponding amount of time deducted from personal leave or receive leave without pay.
- e) Employees who were on personal leave during the Official Closure period will still have the time deducted from the appropriate leave account and will not be eligible for inclement weather pay.
- f) Employees who do not report to work at the official reopening time will have the corresponding amount of time deducted from his/her personal leave or will receive leave without pay.

III. OFFICIAL CLOSURE – SERVICES TO GENERAL PUBLIC ONLY

- 1) When inclement weather, adverse conditions or other emergencies prompt Official Closure of County services for the general public only, both Mission Critical and Non-Mission Critical employees are expected to work and their compensation will be processed in the following manner:
 - a) Employees who report to work at their scheduled time and work their regular work schedule will be paid their regular rate of pay for the workday.
 - b) Employees who leave work due to inclement weather, adverse conditions or an emergency will have the corresponding amount of time deducted from his/her personal leave or receive leave without pay from the time of their departure until the end of their normal workday.
 - c) Employees who were scheduled to work and do not work will have that amount of time deducted from his/her personal leave or receive leave without pay.
 - d) Employees who were on personal leave during the inclement weather, adverse conditions or other emergency will be charged the appropriate leave.

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- e) Non-exempt employees who work during inclement weather, adverse conditions or an emergency will receive compensation for all hours worked during the period at his/her regular straight time rate, however, any actual hours worked above forty (40) hours during the work week will be compensated in compliance with FLSA overtime provisions.