

Promoted Employees. All newly promoted employees will be considered to be in an introductory period in their new jobs for three (3) months after they begin working in the new job. This “trial” period is an extension of the selection process and is designed to provide the newly promoted employee an opportunity to demonstrate that s/he is well-suited for the job and that the job is well-suited for the employee. If the supervisor concludes during the introductory period that the newly promoted employee is not well-suited for the new position, the employee may be removed from that position. If there is a vacancy in the employee’s former position, the employee may be returned to it. If there is no such vacancy, s/he may be considered for the filling of other vacancies for which the employee is qualified. If no other position is found, the employee may either be placed on a personal leave of absence or terminated.

Promotion

County personnel shall be able to apply for any vacancy that occurs in the workforce. The County will always seek the most qualified individual for the position and, therefore, may not always hire from within the County workforce. Promoted employees shall be required to serve a three-month introductory period in the new position.

Time and Attendance

Timely and regular attendance is a performance expectation for County employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule. Employees who are unable to meet this expectation must obtain approval from their supervisor in advance of any requested schedule changes. This approval includes requests to use appropriate accruals, as well as late arrivals to or early departures from work. Departments have discretion to evaluate extraordinary circumstances of a tardy, absent or failure to clock-in or clock-out and determine whether to count the incident as an occurrence. Human Resources staff is available to advise supervisors regarding the evaluation of extenuating circumstances.

Shift Categories. Employee work hours generally fall into one of the following categories:

7.5-Hour Shift. Employees who work a default schedule of 7.5 hours a day and work 5 days a week. (37.5-hour work week.)

8-Hour Shift: Employees who work a default schedule of 8 hours a day and work 5 days a week. (40-hour work week.)

12-Hour Shift: Employees who work a default schedule of 12 hours a day. (Weekly schedules may vary.)

24-Hour Shift: Employees who work a default schedule of 24 or more hours at a time. (Weekly schedules may vary.)

Leave without Pay Status. An employee may be placed on leave without pay status for a specified period of time for any one of the following reasons: to exhaust paid time off; to serve a disciplinary suspension; or to protect the integrity of a disciplinary investigation. To initiate this status, department heads or their designees must submit documentation to the Human Resources Department; however, granting leave without pay status is subject to Administrator approval.

Absences. An employee is deemed absent when s/he is unavailable for work as assigned or scheduled and such absence from work was not scheduled or approved in advance. Employees must notify their immediate supervisor of an absence no less than one (1) hour before the beginning of the employee's scheduled tour of duty. In an emergency situation, a family member may contact the supervisor on behalf of the employee. The supervisor must be contacted on each subsequent day of absence. Failure to call the supervisor to notify the County of an absence and/or failure to appear for work as scheduled for three consecutive work days will be considered job abandonment. The supervisor must notify and consult with the Human Resources Department if this situation occurs. The employee will be administratively terminated with the termination decision subject to reconsideration at the employee's request through the grievance process.

Tardiness. An employee is deemed to be tardy when the employee:

- Fails to report for work at the assigned/scheduled work time. In these instances, managers may replace the tardy employee for the full shift.
- Leaves work prior to the end of assigned/scheduled work time without prior supervisory approval.
- Takes an extended meal or break period without approval.

Breaks. The following are the types of breaks from work available to employees during their work hours:

- **Lactating Mothers.** Federal and state law require the following and the County shall act in accordance with the law: employees who are nursing are provided with reasonable unpaid break time to express breast milk for a period up to one year following the birth of a child provided that such break time does not unduly disrupt operations; and the County will provide a private location other than a restroom facility. Employees who need this accommodation must notify the Human Resources Department so the necessary accommodation may be accomplished.
- **Meal Breaks.** The timing of an employee's meal break shall be at the discretion of the supervisor. Meal breaks of 30 minutes or more are unpaid. As a result, non-exempt employees are not allowed to do any County work during their unpaid meal breaks, including even minimal work-related tasks, such as answering the office telephone. For this reason, non-exempt employees are encouraged to leave their work stations during their unpaid meal breaks so that they do not inadvertently perform County work during those breaks.
- **Rest Breaks.** Rest breaks are not required by federal, state or any other laws. The County voluntarily allows certain paid rest breaks for employees. For 7.5 work hour employees, department heads may voluntarily grant a rest break that is not to exceed a total of two (2) per day and for no longer than fifteen (15) minutes each break. Employees are encouraged to leave their work stations during rest breaks. The department head shall specify the time for rest breaks to ensure sufficient personnel are available to staff the department. Rest breaks are not to be used as an excuse to report to work late or to leave early or to make up any missed time. Rest break time does not accumulate from day to day. Abuse of rest break time may result in disciplinary action.

Time Clock Requirements. Employees are required to follow established time clock guidelines for recording their actual hours worked. A missed clock in/out is a violation of this policy. The following circumstances are common examples of violations of the time clock guidelines:

- Failure to clock in or out on the designated time clock at the beginning or end of the assigned shift;
- Failure to clock in or out on the designated time clock for the meal break;

- Failure to accurately and timely report all time actually worked;
- Clocking in or out early (or late) of assigned shift without prior approval.

Special Note: Exempt employees may be required to clock in for **public accountability purposes only**. Time clock punches will not be used to calculate payroll for exempt employees.

Departmental Notification Procedure. Employees are expected to follow departmental notification procedures if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must request in advance to their supervisor or designee and in accordance with notification procedure if they wish to arrive early or leave early from an assigned shift. At the time of notification, employees must notify their supervisor when an absence is due to a documented and approved leave of absence (e.g., Military Leave, FMLA) in order to ensure appropriate tracking of leave utilization and absenteeism. Incidents of not following the departmental notification procedures, including No-Call/No-Show, may result in discipline up to and including termination of employment.

Personal Calls

Personal phone calls on any phone are not to be accepted while assisting with a member of the public or the County workforce. In addition, personal phone calls on any phone are to be immediately ended if a member of the public or the County workforce need assistance.

To serve County taxpayers, the County's telephone lines are to be kept as free as possible so as not to interrupt the daily flow of business. Excessive personal calls during work time can interfere with employee productivity and be distracting to others. Thus, personal telephone calls should be limited to those that are necessary and should be brief. When possible, employees are to make personal calls during non-work time. Employees are responsible for making sure that the personal calls they receive are in accordance with these policies.

If an employee plans to carry a personal cell phone while at work, the personal cell phone must be placed on vibrate.

Placing a personal long-distance call from a County telephone line is not allowed.