

SUBJECT: HOURS OF WORK AND ATTENDANCE

PURPOSE: To establish a policy for work hours and attendance for Town employees.

STATEMENT OF POLICY: It is the policy of the Town to establish work schedules for each department and set guidelines for attendance.

1. Work Schedules

Administration Department: The regular work hours for the Administration Department will total 40 hours per employee per week. One hour is allowed for lunch. The Finance Officer shall establish work schedules, with the approval of the Town Manager, which meet the operational needs of the department in the most cost-effective manner possible.

Public Works Department: The regular weekly work hours of the Public Works Department will total 40 hours per employee. One hour is allowed for lunch. The Department Head shall establish work schedules, with the approval of the Town Manager, which meet the operational needs of the department in the most cost-effective manner possible.

Police Department: Due to the nature of Police work, hours cannot be uniform for all officers in the Laurel Park Police Department. Except in emergency situations the Police Department shall conform to the policy guidance contained within Administrative Policy 940.02 *Personnel Policy*.

2. Attendance Procedure

The employee is required to notify his department head in advance when illness prevents reporting to work or when the employee expects to be late for work because of unusual and unavoidable circumstances.

Advance notice of anticipated tardiness is expected, and notice of unavoidable tardiness is expected, when possible. Failure to do so will be construed as an unexcused absence, and the day missed will not be paid. Notification by another employee, friend, or relative is not considered proper except in an emergency situation where the employee is physically unable to make the notification.

Attendance shall be a consideration in determining promotions, transfers, salary increases, satisfactory completion of probationary periods, and continued employment with the Town. Frequent tardiness or other attendance irregularities shall be cause for disciplinary action.

EFFECTIVE: 04/01/98

LAST REVISED: 03/15/22

APPROVAL: _____
MAYOR

TOWN MANAGER