

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY

NUMBER: BA094

NAME: WORK HOURS, BREAK PERIODS, TIMESHEETS, AND CALL-INS

INITIAL APPROVAL DATE:	12/02/2020	BY: Administrative Committee
(LAST) REVISION DATE:	08/07/2024	BY: HR Manager
(LAST) REVIEW DATE:	08/15/2024	BY: Policy Committee
DISCONTINUED DATE:		REPLACE BY:

I. PURPOSE

To outline the working hours of the Agency and staff, requirements of completing timesheets, calling in, break periods and unauthorized absences.

II. APPLICATION

Populations: **NA**
Programs: **Direct - ALL**
Contracted - ALL

III. STANDARDS

A. Sanilac County Community Mental Health Authority (Sanilac CMH) Management establishes the time and duration of working hours as required by workload and production flow, customer service needs, the efficient management of personnel resources, and any applicable law.

B. Staff Hours

AFSCME Full time staff:

The standard workweek is Monday through Friday, consisting of 37.5 hours for AFSCME employees hired prior to 07/01/2023. Employees hired on or after 07/12/2023, or transferred to a new position, the standard workweek is Monday through Friday, consisting of forty (40) hours. All workdays over six (6) hours will be required to take an unpaid meal period. Staff working 37.5 hours weekly are able to flex time during the current pay period, with the requirement of working 75 hours each pay period. Flex time during the pay period will require supervisory approval when deviating from an employee's set schedule. Time worked above forty (40) hours in a week will be counted as overtime and will not be included in the 75 hours pay period requirement.

Contract and Supervisors:

The normal workweek is Monday through Friday, consisting of 40 hours. The normal workday will consist of 8 consecutive hours of work with an unpaid meal period.
Hours may vary based on Agency need and also flex schedules.

Rest breaks are considered as time worked. The Agency will have office hours from 7:00 am – 7:00 pm Monday thru Friday. On Tuesday, the Administrative building will remain open until 6:00 pm. The schedule of hours for employees will be determined by Supervisory Staff. When appropriate, the Supervisor will inform employees of their daily schedule of hours of work, including meal periods and rest breaks and of any changes deemed necessary or desirable by the Agency. Employee attendance at lectures, meetings, and training programs will be considered hours of work if such attendance is requested by management. Staff are not allowed to work from home unless they are on an approved telework schedule or it is approved by the CEO with extenuating circumstances.

- C. All staff are required to complete an electronic time sheet showing the daily hours worked. Electronic time sheets cover two workweeks. Failure for an employee to complete or Supervisor to appropriately approve a timesheet may result in both delayed payment and disciplinary action. Employee time sheets should be checked and signed electronically by the Supervisor involved. Unworked time for which an employee is entitled to be paid (paid absences, paid holidays, or paid vacation time) should be entered on the time sheet. Authorized overtime also should be identified and approved by the Supervisor. Extra hours worked or flexed must be placed into comments within the electronic timesheet. The falsifying of any time sheet is prohibited and may be grounds for disciplinary action, up to and including termination.
- D. Note that hourly employees are not permitted to begin work before their normal starting time or stop work after their normal quitting time without the prior approval of their Supervisor. Employees are required to take scheduled lunch or meal breaks when working a 6-hour or more shift, unless extenuating circumstances occur that have prior approval obtained from their Supervisor.
- E. Employees should receive, unless job conditions do not permit, fifteen minutes' worth of break time at approximately the middle of every four hours of work not interrupted by a meal period. Staff that arrive late or leave part way through the am or pm time periods of their shift shall not receive a break. Breaks cannot be combined or used to come in late or leave early.
- F. Supervisors are responsible for scheduling (when appropriate) the time for employee rest breaks and should take into consideration the workload and the nature of the job performed. Whenever necessary, the frequency and time of rest periods may be changed.
- G. Employees are expected to be punctual in starting and ending their breaks and will be subject to disciplinary action for exceeding their break time. Employees who choose to remain at work during rest breaks are not entitled to come in late or leave before the normal quitting time and will not receive extra pay for the time worked. Employees on rest breaks should not interfere with fellow employees who are continuing to work.
- H. Employees who are unable to work should call in as early as possible but are required to do so prior to when their shift begins, unless extenuating circumstances arise. Employees are required to call in to the mainline and follow departmental call-in procedures.
- I. Employees who report for work in a condition deemed not fit for work, whether for illness or any other reason, will not be allowed to work and will be required to cover their time off with the appropriate accruals.
- J. Unauthorized or excessive absences or tardiness will result in disciplinary action, up to and including termination. Employees should notify their supervisor or designee as far in advance as possible whenever they are unable to report for work, know they will be late, or must leave early. Such notification should include a reason for the absence and an indication of when the employee can be expected to report for work. When an employee requests time off, a leave request must be completed prior to taking leave time. Leave time may be denied depending upon Agency need. See policy BA146 Use of Time Off, Accruals, Holiday Pay, and Bereavement for clarifying details on PTO and calling in.

IV. ATTACHMENTS

V. REFERENCES

BA 146 Use of Time Off, Accruals, Holiday Pay, and Bereavement