HOURS OF WORK, CALLING OUT, LATENESS & FLEX-TIME

1) Flex Time

a) Normal work hours for PHDC Bargaining Unit employees are between 8:30 AM and 5:00 PM, Monday through Friday.

b) All Employees must work seven and one half (7½) hours each workday unless utilizing approved leave time, which does not include the lunch period, and no employee can work more than eight hours without proper authorization. Employees who do not comply with this component of the policy will be subject to disciplinary action in accordance with the Collective Bargaining Agreement.

c) Employees in the bargaining unit may take up to sixty (60) minutes break time throughout the day, provided seven and one half (7½) hours are worked each day.

d) Lunch

(1) All non-field staff Employees are granted one (1) hour or sixty (60) minutes for lunch without compensation.

(2) All field staff Employees shall still be granted a minimum of thirty (30) minutes for lunch without compensation.

(3) An Employee’s lunch period should not last for less than one (1) hour or thirty (30) minutes, respectively, without prior approval from the Employee’s supervisor.

(4) An Employee’s lunch period may last longer than one (1) hour or thirty (30) minutes, respectively, with prior approval from the Employee’s supervisor, and provided seven and one half (7½) hours are worked each day.

(5) Lunch for all Employees may not start prior to 11:30 AM and must be completed by 2:30 PM.

e) PHDC may, as per operational needs, schedule meetings, training, seminars or other work-related activity during the normal work hours between 8:30 AM and 5:00 PM, which designated flex time Employees are required to attend. Employees shall be notified by no later than the end of their workday immediately preceding the activity in order to make necessary arrangements to participate.

f) Permissible Flex Day Work Hours - except as noted below, and except for employees who have had their privileges suspended:
(1) For Field Staff Employees – the permissible flex day shall begin between 7 AM and 9:30 AM.

(2) For Non-Field Staff Employees - the permissible flex day shall begin between 7:30 AM and 9:30 AM.

(3) For all Employees – the permissible flex day shall end for all by 6:00 PM.

♦ The Receptionist and Hotline employees (and the Employees backing up both positions on a designated workday) must report to work no later than 9:00 AM. Please refer to the weekly Receptionist/Hot Line Schedule.

g) All Employees shall be required to clock in/out when they report for work in the morning; begin and end any breaks, lunch period and period when they leave the PHDC offices. If an employee in the Bargaining Unit forgets or otherwise fails to clock in/out, they must immediately notify their supervisor.

h) Each failure by an Employee to comply shall be an infraction. The privilege to work on a flex schedule for all Employees who commit five (5) such infractions within a six-month period shall automatically be suspended for twelve months.

2) Calling Out and Lateness

a) The normal hours of employment for all Employees shall consist of a five (5) day work week, Monday through Friday. The workday for all Employees shall consist of seven and one-half (7 1/2) consecutive hours exclusive of meal allowance.

b) Each Employee shall be advised of their assigned work schedule and shall be required to adhere to it. Should an Employee be late or absent on any workday, the Employee shall be required to call their supervisor/designee within 30 minutes of their scheduled starting time.

c) The Employer recognizes that lateness and/or absence may occasionally occur due to breakdowns of public transportation, extreme weather conditions and similar events beyond the Employee’s control and the Employer may, upon determining such, excuse said lateness and/or absence. These latenesses shall be excused when such failures are verified by documentation within three working days of the Employees’ return to work.

d) Lateness caused by verified failures of public transportation, extraordinary inclement weather or other catastrophes shall be excused.

e) Lateness Procedures

(1) Working hours are 8:30 A.M. to 5:00 P.M., except for those Employees assigned adjusted working hours with prior approval of the Department Director of those Employees on a flex time work schedule between the hours of 7:00 A.M. and 6:00 P.M.

(2) Employees with one or more lateness during any one period, which totals more than fifteen (15) minutes, will be docked. All lateness will be totaled
at the end of the pay period and Employees who are late in excess of fifteen (15) minutes will have their pay docked in half-hour increments to reflect the lost time.

(3) Employees who have their pay docked three times will be subject to further disciplinary action, as follows:

(a) If an Employee is docked three times, the fourth infraction will result in suspension for one day, without pay.

(b) The next infraction will result in suspension for three days, without pay.

(c) The next infraction will result in suspension for five days, without pay.

(d) Repeated occurrences after suspension without pay may be cause for termination.

(4) Discipline pursuant to this procedure shall only be effective for one year from the date of issuance and shall be removed from the Employee’s file after the one-year period has been completed. Information which has been expunged from the file shall not be relied upon or otherwise referred to for any reason.

(5) With regard to approved leave (annual/compensatory), an Employee who arrives late for work will not be permitted to use annual or compensatory time to cover lateness, inasmuch as use of this leave requires prior approval. Emergency extenuating circumstances for use of annual or compensatory time will be given consideration on an individual basis by each Department Director and such consideration shall not be unduly withheld.