

	<b>CITY OF DECATUR PERSONNEL POLICY</b>		
<b>Chapter 02</b>	<b>Employment</b>		
<b>Section 05</b>	<b>Attendance and Work Hours</b>		
<b>Revised By:</b>	<b>Nate Mara, City Manager</b>	<b>Revised Date:</b>	<b>October 13, 2025</b>
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**02.05 Attendance and Work Hours**

- A. **Regular Work Hours.** Most non-exempt City employees, except Public Safety personnel, work a standard 40-hour week. Exempt employees may be required to work more than 40 hours during certain weeks.

The City’s official workweek starts at 12:00 a.m. on Monday and ends at 11:59 p.m. on Sunday. Departments that wish to permanently change their weekly schedule must submit a request to the City Manager for approval prior to changing. Once approved, the new schedule will remain in effect until another change is authorized. The typical workday runs from 8:00 a.m. to 5:00 p.m., but some departments may have different hours.

For example, certain nonexempt Public Safety personnel follow a 48-hours-on, 96-hours-off schedule. During emergencies or disasters, work schedules may be adjusted by the City Manager, Emergency Management Coordinator, or their designee.

- B. **Adjustment to Work Hours.** In order to ensure the continuity of City services, it may be necessary for Department Directors to establish other operating hours for their departments. Work hours and work shifts must be arranged to provide continuous service to the public. Employees are expected to cooperate when asked to work overtime or a different schedule. Acceptance of work with the City includes the employees’ acknowledgement that changing shifts or work schedules may be required and indicates that the employee will be available to do such work.
- C. **Attendance Records.** Employees are expected to be at their workstations and ready to work at their scheduled start time. Employees are required to record the number of hours worked each day, as well as the time they arrived at work, the time they left for and returned from lunch, and the time(s) they left for and returned from any unpaid break during the workday. These hours will be recorded on the employees’ timesheet or the electronic system utilized for time tracking by the city, signed or validated and turned into their immediate supervisor for payroll processing.

The Department Head or assigned designee will complete the department’s consolidated payroll form and turn it in for payroll processing. The Department Head will review and sign or authorize electronically the department’s consolidated payroll form to approve the recorded hours for payroll processing. Exempt employees must record their working days and accrued benefit time but do not have to record specific hours for regular workdays.

- D. **Attendance Punctuality.** To maintain a safe and productive work environment, the City expects employees to be reliable and punctual in reporting to work. Absenteeism and tardiness are disruptive and place a burden on the City and on co-workers. Either may lead to disciplinary action, up to and including termination of employment. In the rare instance when an employee cannot avoid being late to work or is unable to work as scheduled, the employee must personally notify the supervisor by phone, text or e-mail as soon as possible in advance of the anticipated tardiness or absence in accordance with city or departmental procedures.

The supervisor will instruct their employee as to the preferred method of notification. The employee must disclose to the supervisor whether the absence or tardiness is approved Family Medical Leave, or PTO leave and the date and time of anticipated arrival. The employee must personally notify the supervisor on each day of absence for absences of a day or more unless the supervisor expressly waives this requirement. An employee who does not personally reach the supervisor by phone must leave a detailed message with the information described above.

In most instances, an employee who fails to properly notify the supervisor in advance of an absence or tardiness will be subject to disciplinary action up to and including termination. An employee that fails to notify the supervisor for a period of absence for 24 hours or more may result in disciplinary action up to and including termination. An employee who fails to notify the City of an absence of three days or more may be presumed to have voluntarily resigned employment.

- E. **Breaks.** The City allows rest breaks as authorized by an employee's immediate supervisor during the course of each workday to prevent undue fatigue.
- a. **Rest Periods.** Employees may take short breaks for bathroom use or refreshments as time permits. Breaks lasting 20 minutes or less are considered paid time and will be compensated as hours worked. Employees are expected to begin and end breaks on time. Repeated tardiness may result in disciplinary action. All rest periods are subject to departmental guidelines.
  - b. **Meal Periods.** Full-time employees, excluding most Public Safety personnel, are typically provided a one-hour unpaid meal break near the middle of the workday. Department Directors may stagger meal periods to ensure uninterrupted operations. Supervisors will communicate specific start and end times for each employee's meal break.

Employees must be relieved of work duties during unpaid meal breaks and may not extend their break beyond the assigned time. Some departments may choose not to take a paid meal break. If so, the Department Head must notify the Human Resources Director in writing. Public Safety personnel remain on call during their meal period and are compensated for that time.

- c. **Lactation Break.** In accordance with applicable law, nursing mothers will be provided reasonable unpaid break time to express breast milk for up to one year following the birth of a child. If additional time is needed beyond standard lunch or rest breaks, employees may use PTO, compensatory time, or make up the time with supervisor approval.

Employees and supervisors should agree in advance on a break schedule and how the time will be recorded.

F. **Supervisor Responsibility.** Supervisors are responsible for coordinating employee rest and lactation breaks, taking into account the nature of the work and operational demands. Employees who need lactation breaks should provide a proposed schedule to their supervisor, who will make reasonable efforts to accommodate it. Supervisors may adjust the timing or duration of rest breaks as needed to support departmental workflow.

G. **Practices Not Permitted.** The following practices are not permitted uses of rest breaks:

- a. combining two daily breaks into one thirty (30) minute rest break;
- b. "banking" break time from day to day;
- c. saving break time to extend lunch periods or shorten the scheduled workday; or
- d. Requesting compensatory time off or overtime pay for work performed during break period time.

H. **Telephone Contact.**

- a. All supervisory personnel and service personnel must have a telephone number at which they can be reached during off-duty hours. This can be a cell phone or a land line telephone.
- b. No reimbursement shall be made to the employee in addition to the phone allowance provided for the City's use of such employee's private telephone to contact the employee regarding work-related matters.
- c. All employees must immediately notify supervision and Human Resources of any change in phone number(s), and provide a phone number for a secondary contact, i.e., spouse, parent.

I. **Inclement Weather/ Emergency Closing.** During Bad Weather or Emergencies City offices usually stay open during bad weather or emergency situations, unless there are extraordinary circumstances. All employees, whether exempt or nonexempt, are expected to make a genuine effort to come to work.

If you believe the weather is too dangerous to travel safely, notify your supervisor or Department Director as soon as possible. If conditions improve, you should plan to report to work. Time missed due to weather may be flexed or charged to your available Paid Time Off (PTO).

If you're a nonexempt employee and don't have leave available or can't flex your time, you won't be paid for the hours missed. Supervisors and Department Directors are responsible for making sure City services continue while offices are open.

If a service can't be provided due to weather or an emergency, it must be reported immediately to the City Manager, Emergency Management Coordinator, or their designee. In rare cases, the Police Chief, Fire Chief, or Emergency Management Coordinator may recommend that the City Manager officially close certain offices or departments. If a closure is declared, employees scheduled to work during that time will receive paid administrative leave.

- J. **Public Safety.** Public Safety employees must report to work even if other departments are closed. These roles are designated by the Department Chief, Emergency Management Coordinator or City Manager. Failure to report may result in disciplinary action, up to and including termination.
  
- K. **Essential vs Non-essential.** Employees are required to sign an acknowledgment form at the time of hire confirming they have received notice of their designation as either essential or non-essential, and their obligation to report to work during inclement weather or emergency conditions. This form is available on the City of Decatur website. Each Department Head is responsible for identifying which employees are designated as essential to the continued operation of their department.