



ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES Policy No. 601: HOURS OF WORK, ATTENDANCE AND UNAUTHORIZED ABSENCE

A. General Provisions

1. The average hours of work for most regular full-time employees is forty (40) hours per week. The average hours of work for Firefighters assigned to a 24/48 hour schedule shall be forty-eight (48) hours per week.
2. It is the responsibility of all Department Directors to ensure that accurate time and leave records are maintained within their own Department.
3. It is the responsibility of all employees to be present on their jobs during the regularly scheduled hours of work. If an employee must be absent from work, it is the responsibility of that employee to inform their supervisor of their absence prior to the regularly scheduled work time in accordance with departmental procedure.
4. Employees who work in those departments where time sheets, cards or time clocks are used will be required to utilize them when checking in or out of work.

B. Unauthorized Absence

1. Unauthorized absence (i.e., absence without approved leave) shall constitute cause for disciplinary action, up to and including dismissal.
2. An employee absent from duty without authorization for three (3) consecutive work days or more will be deemed to have automatically terminated his/her employment as of the last day of active service, unless the employee can provide documentation to the satisfaction of the Department Director that circumstances beyond the employee's control prevented them from reporting to work.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

9/14/24

Date

Matthew H. Greeson
City Manager

Issued:

10.14.24

Date

Jenny Smith
Human Resource Director