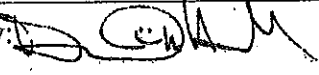
	Personnel Policy		Conditions of Employment Work Schedule and Employee Attendance	
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	Supersedes:		Approved By: 	

ARTICLE V. CONDITIONS OF EMPLOYMENT

Section 1. Work Schedule and Employee Attendance

The working hours for most Town administrative offices are 8 a.m. to 5 p.m., Monday through Thursday and Friday 8 a.m. to 1 p.m., or as determined by the Town Manager. Departments that provide services to citizens on other schedules or on a 24-hour per day basis have different work schedules in order to effectively provide those services. Department heads 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.

Because Town services are essential and continuous, an employee shall avoid unnecessary absences and tardiness. Attendance and punctuality are important responsibilities of the employee which may influence his/her future eligibility for a merit pay increase for promotion. Poor attendance can negatively affect performance evaluations or may lead to disciplinary action. Excessive absenteeism or a chronic attendance problem can lead to disciplinary action up to and including termination.

The employee shall be required to call his supervisor two hours prior to beginning of shift to advise him/her when illness prevents reporting to work, or when the employee expects to be late for work because of unusual and unavoidable circumstances. Public Safety Personnel will be required to give 6 hours notice whenever possible.

If an employee is away from the job for 3 consecutive work days without notice, it may be presumed that the employee has resigned and forfeited any claim to terminal pay for accumulated vacation.