

HUMAN RESOURCES POLICY
Fauquier County, Virginia

Policy Title: Work Schedules and Attendance
Section No.: 9

Effective Date: 1/12/06
Supersedes Policy: 10/15/01

I. PURPOSE

It is the objective of the Board of Supervisors to provide convenient and consistent hours of operation for citizens to transact business with the County while allowing its employees reasonable flexibility in their work schedules.

II. SCOPE

This policy applies to all employees.

III. DEFINITIONS

Work week

A work week is defined as the seven consecutive calendar days; currently identified as Saturday through Friday.

Full-time Work Week

A full-time work week is defined as a work week consisting of 30 or more hours.

Part-Time

A part-time work week is defined as a work week consisting of less than 30 hours.

Routine Work Schedule

A routine work schedule is defined as a work week where work hours are the same for each of the days worked as determined by the County Administrator. The routine work week schedule hours for County Government employees are 8:00 a.m. to 4:30 p.m. or 8:30 a.m. to 5:00 p.m., Monday through Friday, with a recommended one hour lunch break.

Alternative Work Schedule

An Alternative Work Schedule is defined as a work week that diverges from the routine work schedule.

Compressed Week Schedule

A compressed work week is defined as a work week of fewer than five days in a seven day period, or fewer than ten days in a 14-day period.

Non-exempt Employee

A non-exempt employee is defined as an employee who is subject to the overtime provisions of the Fair Labor Standards Act.

Exempt Employee

An exempt employee is defined as an employee who is not subject to the overtime provisions of the Fair Labor Standards Act.

IV. WORK SCHEDULES

A. Routine Work Schedules

1. Full-time employees shall work a regularly scheduled work week consisting of 37.5, 40 or 42 hours, depending upon their specific job positions.
2. Departments who service the public shall maintain office hours from either 8:00 a.m. to 4:30 p.m. or 8:30 a.m. to 5:00 p.m., Monday through Friday.
3. Department Heads/Constitutional Officers may establish specific work hours to meet the requirements of their departments. Any adjustment from the routine work schedule that affects service to the public must be approved by the County Administrator.

F. Alternative Work Schedule

With the approval of the County Administrator, Department Heads/Constitutional Officers may implement an Alternative Work Schedule for an employee, or a group of employees, that does not affect service to the public or the department's customers. The approval process is as follows:

1. An employee or group of employees wishing to obtain an alternative work schedule shall make written request to his/her immediate supervisor for review and approval or disapproval. A non-exempt employee shall not be permitted to request an alternative work schedule that exceeds 40 work hours within a work week.

2. Upon approval of the request by the immediate supervisor, the request will be submitted by the supervisor to the Department Head/Constitutional Officer for approval or disapproval.
 3. Upon approval of the request by the Department Head/Constitutional Officer, the request is submitted to the County Administrator for approval or disapproval.
 4. Once a determination is made by the County Administrator, the alternative work schedule request will be returned to the Department Head/Constitutional Officer for implementation, revision, or dismissal of the request.
- B. An approved, alternative work schedule will be implemented at an agreed upon date between the Department Head/Constitutional Officer and the employee or group of employees, which must be at the beginning of a forthcoming pay cycle.
- C. Department Heads/Constitutional Officers shall have final authority to resolve any matters that occur as a result of implementation of an alternative work schedule to ensure effective service to the public and the department's customers.
- D. Termination of an alternative work schedule may occur in any the following manners:
1. Department Heads/Constitutional Officers may terminate an alternative work schedule at their discretion by providing a written notice to the employee or group of employees at least two weeks in advance, except in the case of a department emergency.
 2. An employee must provide a written request, at least two weeks in advance, to the immediate supervisor to terminate an alternative work schedule.
 3. Emergency requests for termination of an alternative work schedule initiated by the employee shall be considered by the immediate supervisor and Department Head/Constitutional Officer on the merits of each request.
 4. An employee's or group of employees return to a routine work schedule must occur at the beginning of a forthcoming pay cycle.
- F. Participants of an alternative work schedule shall comply with all applicable statutes, rules, policies, and procedures. Failure to do so may result in termination of the alternative work schedule for that participant and may include disciplinary action.
- G. Attendance
1. Employees are required to adhere to their work schedules by reporting to work at the specified starting time, departing at the specified ending time, and taking lunch periods and breaks as authorized.
 2. Should an illness or personal emergency prevent an employee from reporting for work or result in a late report time, the employee is expected

to notify his/her supervisor prior to the employee starting time, or as soon as possible thereafter.

H. Breaks

1. Breaks are not mandated by law and are granted at the discretion of the Department Head/Constitutional Officer.
2. A one hour lunch is recommended for full-time employees during their work day.
3. Breaks cannot be used to change an employee's start or ending time.
4. Breaks cannot be combined with an employee's lunch break to extend lunch privileges.