

WORK SCHEDULES & ON CALL 502*Effective Date: 09/19/2016*

Work schedules for employees vary throughout our organization. The normal work week for all Cass County employees (excluding designated law enforcement personnel in the Sheriff's Office) shall be forty (40) hours. A work week shall begin at 12:01 a.m. on Saturday through midnight on Friday. Supervisors will normally advise and/or authorize employees of their individual work schedules. For employees performing work in the office, office hours are usually 8:00 a.m. – 5:00 p.m., Monday through Friday. In addition, employees may be asked to be “on call” periodically. Department Heads may establish adjusted work hours, i.e. summer flex time, providing all County offices remain open between the hours of 8:00 a.m. - 5:00 p.m., Monday through Friday, and provided departments are sufficiently staffed to handle the needs of the public and other County offices.

Staffing needs, operational demands, and individual workloads may necessitate variations in starting and ending times, as well as variations in the total hours that may need to be worked each day and week. This can be particularly true with respect to exempt employees, who, although they are normally expected to be available during our core business hours and work at least 40 hours per week, may find that the jobs they are performing require additional time over and above the regular work week.

Under certain circumstances a department head may permit job-sharing by allowing two part-time employees to be assigned to the same job equivalent as one full-time employee. The position is shared between the two employees as an alternative work schedule and must ensure continuity of the work being done. Employees that are job-sharing will use the same workstation with the two individuals working as a team to accomplish one full-time position's duties.

Failure to consistently be at work during scheduled work hours, or not adequately managing and completing necessary workloads from week to week, can lead to discipline, up to and including termination of employment.

ON-CALL

The on-call policy applies to employees in the following departments: Information Technology, State's Attorney, Sheriff, Social Services, Buildings and Grounds.

On-call employees are those employees who are required by management to be available to provide a specific essential county function outside of their regularly assigned duties or work schedule. All non-exempt on-call employees shall receive, at the discretion of the Department Head, either:

- a) An additional salary base of \$100.00 for each week served on-call. Any non-exempt employees required to be on-call during a county paid holiday will receive an additional salary base of \$100.00 for that week. In addition, non-exempt employees shall be paid for actual time worked (excluding travel time) at the appropriate FLSA rate dependent on the employees weekly work schedule. These workers shall receive a minimum of two (2) hours of pay for each call that requires them to travel to work; or

- b) Four (4) hours of compensation time for each week on-call and four hours for each county paid holiday worked. In addition, non-exempt employees shall receive compensation time equal to the actual hours worked while on-call.

Exempt employees will not receive additional pay for being on-call. An exempt employee required to be on-call may receive time off at the discretion of the Department Head.

If a non-exempt employee who is not on-call is called back to work for an emergency, he/she will be entitled to pay according to the FLSA and dependent on the employee's weekly work schedule. Employees who are called back to work shall receive a minimum of three hours pay or comp time.