

ADMINISTRATIVE ORDER NO. **93**

*An Administrative Order **amending** Administrative Order #88:*

Pursuant to Billings Municipal City Code (BMCC) Section 2-311, Administrative Order #88 regarding Human Resources Policies concerning *GENERAL* issues is hereby amended as follows:

- The section entitled “Hours of Work” is amended as included in ATTACHMENT A.

All other sections of Administrative Order #88 remain in full force and effect.

Dated this 29th day of June, 2005.

-ss- KRISTOFF T. BAUER
CITY ADMINISTRATOR

ATTACHMENT "A"

Hours of Work

This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

Purpose

The City of Billings believes that work schedules should be established and that those schedules should support the services that are provided to both internal and external customers.

Policy

Exempt Employees: Exempt employees are responsible for working hours that ensure that their responsibilities are successfully and timely completed. They are prohibited from tracking their time on an hourly basis. In order to ensure adequate coordination of activities and work, however, exempt employees are generally expected to maintain a standard workweek of five days a week, Monday through Friday, from 8:00 am to 5:00 pm. Complete absence from work during one of these days must be accounted for through authorized and reported leave status, e.g. vacation. Alternate schedule expectations may only be established through the completion of an "Alternate Work Schedule" form which must include the operational justification for the alternate schedule and reserve the authority and discretion for the employee's supervisor to cancel that alternate schedule.

Non-Exempt/Non-Union (Hourly) Employees: Hourly employees will work a standard workweek of 40 hours, 8 hours a day, Monday through Friday, 8:00 am to 5:00 pm, with a lunch period and breaks established by each department or division. Alternate work schedules that meet the following requirements may be established by departments for specific work units or individuals:

- The alternate work schedule is clearly defined through written documentation the form of which has been reviewed and approved by the Human Resources Manager (this documentation may be completed on an individual or work group basis)
- The alternate work schedule is designed to improve operational efficiency and does not negatively impact the operational efficiency of a dependent work unit or its coordination with other units of the organization

- Appropriate steps have been taken to ensure that the authority to implement a change to the alternate work schedule or revert to a standard work schedule has/is not restricted
- Any deviation from the documented alternate work schedule must be authorized by the supervisor of employee or work unit impacted in advance

Generally, the workweek begins on Monday and ends on Sunday. However, a different workweek can be established. It may begin any day of the week and at any hour of the day. However, any change to the workweek is intended to be permanent and is not designed to change frequently to evade the payment of overtime to non-exempt employees.

Hourly employees should not be reporting to work any earlier than they need to in order to begin their normally scheduled shift. All employees need to be approved for overtime prior to working it (see Overtime Policy).

The routine combining of breaks and/or lunch periods and breaks is not authorized.

Union Employees: The provisions herein relating to Hourly Employees shall apply to Union Employees. To the extent that scheduling of work is covered by terms included in union agreements, the terms of those agreements shall control.

Documentation

Each department shall establish and maintain a centralized file of all documents related to alternate work schedules related to employees under their supervision and retain such files according to the City's established retention schedule. Copies of Agreement forms follow this policy.

Implementation

This policy shall be effective July 1, 2005. Department Heads, Managers, and Supervisors shall have 45 days from the effective date to ensure that all operations are in compliance with this policy.

Alternative Work Schedule Agreement for Reduction of Hours

*(For use when the alternative work schedule results in
the reduction of the budgeted FTE)*

The purpose of this agreement is to outline the conditions of granting an alternative work schedule for _____.

The operational justification for this agreement is as follows: _____

_____.

Effective _____, _____ will revert from a "permanent full-time" employee to a "permanent part-time" employee. As a "part-time" employee, the "alternative work schedule" developed will be _____.

As a "part-time" employee, benefits such as vacation and sick-leave will be prorated based upon the number of scheduled hours worked in the aforementioned schedule and/or any additional hours worked up to 40 hours in a week. Deduction of vacation, sick leave, or compensatory time (if applicable) is based upon the actual shift (work day) being worked (i.e., 10-hour work day). Overtime, if applicable, will only be computed based upon hours worked in excess of 40 hours in one work week.

The granting of this "alternative work schedule" is based upon the request of the employee and is approved based upon operational criteria (workload). The undersigned employee understands that if operational needs/work load dictates, management may revoke this agreement and return the employee to "permanent full-time" status and the normal schedule.

Agreed to this date _____.

Employee Signature

Department Director Signature

Cc: Immediate Supervisor
Human Resources

Alternative Work Schedule Agreement

(For use when there is no reduction in FTE)

The purpose of this agreement is to outline the conditions of granting an alternative work schedule for _____.

The operational justification for this agreement is as follows: _____

_____.

Effective _____, _____ will revert from a normal work schedule (five (5) eight-hour days per week) to a schedule of _____.

The granting of this "alternative work schedule" is based upon mutual agreement and is approved based upon operational criteria (workload). The undersigned employee understands that: 1) this new schedule does not affect the earning of benefits (sick-leave and vacation computed on months and years of service); 2) deduction of vacation, sick leave, or compensatory time (if applicable) is based upon the actual shift (work day) being worked (i.e., 10-hour work day); 3) overtime, if applicable, will only be computed based upon hours worked in excess of 40 hours in one work week; and 4) if the operational needs/work load dictates, management may revoke this agreement and return the employee to a normal schedule of five eight hour work days.

Agreed to this date _____.

Employee Signature

Department Director Signature

Cc: Immediate Supervisor
Human Resources