

**SECTION 3 - HOURS, ATTENDANCE, AND COMPENSATION**

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## **SECTION 3 - HOURS, ATTENDANCE, AND COMPENSATION**

### SECTION 3.00 - WORK HOURS

The standard work schedule for all Office of the Council employees is eight (8) hours a day, five (5) days a week. Full-time regular employees are entitled to one (1) one-hour meal period each workday. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Managers will advise employees of the times their schedules will normally begin and end. Certain employees may be designated by the Clerk to have regularly scheduled start times and end times in order to facilitate the efficient running of the Council offices.

The standard Office of the Council work schedules are as follows:

8:00 a.m. – 4:00 p.m.

8:30 a.m. – 4:30 p.m.

9:00 a.m. – 5:00 p.m.

Flexible scheduling, or flextime, is permitted in some cases to allow employees to vary their starting and ending times with established limits. Flextime may be granted if a mutually acceptable schedule can be negotiated with the Manager involved. Any flextime schedule must be approved and authorized by the Clerk of Council before it can become effective.

When any Council employee requests flexible scheduling, the Manager and the Clerk of Council will take into consideration the following:

- Staffing needs of the Office of the Council
- Employee's performance and attendance
- Specific reason for the request

Permission to work flextime scheduling can be rescinded at any time.

### SECTION 3.01 - TIMEKEEPING

Accurately recorded time worked is the responsibility of every employee. The Office of the Council must keep an accurate record of employees' time worked.

Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of any meal period or break. They should also record the beginning and ending time of any split shift or departure from work for personal reasons.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Employees should report to work no more than sixty (60) minutes prior to their scheduled starting time, and should not stay more than sixty (60) minutes after their scheduled stop time without expressed, prior authorization from their Manager or the Clerk of Council. Employees must sign their time records to certify the accuracy of all time recorded. The Manager will review and sign the time sheet before submitting it for payroll processing. If corrections or modifications are made to the time record, both employee and Manager must verify the accuracy of the changes by initializing the time record.

Failure to submit timesheets to the Personnel and Human Resources Manager on time may result in a delay of receiving all or some of the pay for that pay period.

### SECTION 3.02 - AUTHORIZED COMPENSATORY TIME

Office of the Council employees may sometimes be required and authorized to work more than their regularly scheduled hours. Employees who work approved overtime shall receive overtime compensation in the form of compensatory time at the rate of one (1) hour of time off for each overtime hour worked. For the purpose of this policy, overtime means actual hours worked in excess of eight (8) hours in a day or forty (40) hours in a week.

All overtime must be approved by the Clerk of Council or authorized Manager in writing before it is worked. Time that has not been authorized as overtime will not be compensated as overtime.

All Overtime/Compensatory time compensated transactions (i.e. approved hours worked, compensatory time accrual and use) must be thoroughly documented in the payroll system without exception. Accumulated compensatory time may be used at the employee's request, with the approval of the Clerk of Council based on operational needs. Employees are encouraged to use their accrued compensatory time within one (1) year of the date on which it was earned. Each employee will be limited to a maximum of 240 hours of accrued compensatory time. Unused accrued compensatory time shall not be converted into cash.

### SECTION 3.03 - COMPENSATION

An employee's salary or wage rate is fixed within the minimum and maximum limits established by the Council for the employee's classification.

Paydays: All employees are paid biweekly, on every other Wednesday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a holiday, employees will receive pay on the last weekday before the regularly scheduled payday. If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his/her return from vacation. The Office of the Council does not provide pay advances.

Direct deposit: Employees may have pay directly deposited into their bank account if they

provide advance written authorization to the Office of the Council. Employees will receive an itemized statement of wages when the direct deposits are made.

Administrative pay corrections: The Office of the Council takes reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Personnel and Human Resources Manager so that corrections can be made as quickly as possible.

#### SECTION 3.04 - ATTENDANCE AND PUNCTUALITY

Employees are responsible for reporting to work at their regularly scheduled times. The Office of the Council recognizes there are times when employees must miss work due to unscheduled absences and that there are times when unforeseen circumstances will cause tardiness or an early departure from work. It is the employee's responsibility to ensure that these occasions are minimal and that he or she follows correct procedures for notifying the Office of the Council on these occasions.

If an employee is unable to report to work due to illness or for any other emergency, the employee must inform his or her Manager in accordance with the time limits designated by the Clerk of Council, but in no case more than one (1) hour after the start of work. Failure to make proper notification may be recorded as an absence without leave.

#### SECTION 3.041 - TARDINESS

If any employee is not able to report to work at his or her regularly scheduled time, he or she must immediately contact his or her Manager in the manner directed by that Manager to advise the reason for the tardiness and when he or she will report to work. Tardiness means arriving at or reporting to work after the proper or regularly scheduled time, but less than one hour after the proper or regularly scheduled time.

Any employee designated by the Clerk as having a regularly scheduled start time is required to accurately record his or her office arrival time. The Clerk shall indicate the manner by which such recording will occur and will regularly review the arrival times of such employees in order to ensure punctuality of the employees.

An employee who is tardy three (3) times within a pay period may be subject to discipline, at the discretion of the Clerk, which discipline may include:

1. Written warning;
2. One day suspension without pay and/or probationary period (30 or 60 days at the Clerk's discretion); and/or
3. Termination.

Nothing in this Section should be interpreted as limiting the Office of the Council's right to terminate any employee at will.

#### SECTION 3.042 – ABSENCES

A “paid sick” absence is an absence wherein an employee calls in within the notification guidelines, has accumulated sick time for the period of absence and produces acceptable written documentation, if required, or an excuse accepted by the Personnel and Human Resources Manager.

An “excused absence” is an absence wherein an employee has no accumulated sick time for the period of absence and produces acceptable written documentation if required or an excuse accepted by the employee's Manager. An employee with no accumulated sick time may use, vacation time, personal time, or accrued comp time, if available, to cover an excused absence; otherwise, the employee will not be paid for the absence.

An “unexcused absence” is an absence wherein an employee calls in within the notification guidelines, has no accumulated sick time and no acceptable written documentation; or is any absence wherein the employee does not call in as absent within the notification guidelines.

An “unexcused absence” also includes if an employee departs from work before the end of his or her regularly scheduled work time without the approval of the employee's Manager.

An employee who is absent from work who does not call in within the notification guidelines will be considered absent without leave.

An employee who does not report for work for ten (10) consecutive scheduled workdays will be presumed to have resigned his or her position, unless his or her absence is an authorized use of paid time off or an authorized leave.

#### SECTION 3.05 - INCLEMENT WEATHER AND EMERGENCY CLOSINGS

Employees are expected to report for work during inclement weather conditions if the Council does not declare an emergency closing. Employees who are unable to report because of severe weather conditions on a day when the Office of the Council is open may use a vacation day if available, a personal day if available, or accrued comp time; otherwise, the employee will not be paid.

It is the responsibility of the employee to contact his or her immediate Manager by no later than 9:00 a.m. if he or she will be delayed or absent due to inclement weather conditions. If the Office is open for business, the employee should try to make it in, even if just for part of the day.

At times, emergencies such as severe weather, power failures, etc. can disrupt the operations of the Office of the Council. In extreme cases, these circumstances may require the closing of the office. When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid time.

## SECTION 3.06 – COUNCIL MEMBER EXECUTIVE ASSISTANTS

The entirety of Section 3 applies to Council Member Executive Assistants except as it may be inconsistent with the provisions of this section 3.06, in which case, the provisions of section 3.06 shall govern. This Section 3.06 applies to Council Member Executive Assistants only.

City Council makes available to each Council Member, an Executive Assistant on a full-time basis for assistance with the Council Member's conduct of Council business. Council Member Executive Assistants are standard forty (40) hour per week full-time City employees. It is acknowledged, however that due to the nature of their position, Council Member Executive Assistants often must keep irregular and/or flexible hours at venues other than Cleveland City Hall, such as at the Council Member's Ward Office, or at meetings outside the office. Therefore, the accuracy of hours worked and attendance of each Council Member Executive Assistant is the responsibility of each individual Council Member Executive Assistant, as supervised by each individual member of Council.

Council Member Executive Assistants are not eligible for compensatory time. Council Members may elect to increase his or her Council Member Executive Assistant's pay pursuant to the Council Member Business Expense Reimbursement Policies and Procedures Manual.