



Hours of Work, Flex Time and Lateness

Flex Time Policy

1. Normal work hours for PHDC Bargaining Unit Employees shall remain between 8:30 AM and 5:00 PM, Monday through Friday.
2. All Employees must work seven and one-half (7½) hours each workday unless utilizing approved leave time, which does not include the lunch period, and no employee can work more than eight hours without proper authorization. Employees who do not comply with this component of the policy will be subject to disciplinary action in accordance with the Collective Bargaining Agreement.
3. Employees in the bargaining unit may take up to sixty (60) minutes break time throughout the day, provided seven and one-half (7½) hours are worked each day.
4. All non-field staff Employees are granted one (1) hour or sixty (60) minutes for lunch without compensation. All field staff Employees shall still be granted a minimum of thirty (30) minutes for lunch without compensation. An Employee's lunch period should not last for less than one (1) hour or thirty (30) minutes, respectively, without prior approval from the Employee's supervisor. An Employee's lunch period may last longer than one (1) hour or thirty (30) minutes, respectively, with prior approval from the Employee's supervisor, and provided seven and one-half (7½) hours are worked each day.
5. Lunch for all Employees may not start prior to 11:30 AM and must be completed by 2:30 PM.
6. PHDC may, as per operational needs, schedule meetings, training, seminars or other work-related activity during the normal work hours between 8:30 AM and 5:00 PM, which designated flex time Employees are required to attend. Employees shall be notified by no later than the end of their workday immediately preceding the activity in order to make necessary arrangements to participate.
7. The permissible flex day work hours shall begin between 7:00 AM and 9:30 AM for field staff Employees and between 7:30 AM and 9:30 AM for non-field staff Employees and shall end for all employees by 6:00 PM, except as noted in paragraph 8 and except for employees who have had their privileges suspended.
8. The Receptionist and Hot Line Employees (and the Employees backing up both positions on a designated workday) must report to work no later than 9:00 AM. Please refer to the weekly Receptionist/Hot Line Schedule.
9. All Employees shall be required to clock in/out when they begin work, begin and end any breaks, lunch periods, stop working at the end of their workday, and periods when they are not conducting PHDC business. If any Employee in the Bargaining Unit forgets or otherwise fails to clock in/out, they must immediately notify their supervisor.
10. An Employee commits an infraction when he/she fails to notify their supervisor within two hours of a missed or otherwise failure to clock in/out at:

- a. The beginning of a workday;
 - b. The beginning or ending of a lunch period or break;
 - c. The end of a workday (or within two (2) hours after beginning work the next workday).
11. Three infractions as defined in Paragraph 10 above shall be a violation. The privilege to work on a flex schedule for all Employees who commit five (5) such infractions within a one-year period shall be subjected to the following discipline:
- a. First violation will receive a Written Warning;
 - b. Second violation within a 12-month period will result in a suspension of flextime privileges for a two-week period;
 - c. Third violation within a 12-month period will result in a suspension of flextime privileges for one month;
 - d. Fourth violation within a 12-month period will result in a suspension of flextime privileges for six months;
 - e. Fifth violation within a 12-month period will result in a suspension of flextime privileges for one year;
 - f. Additional violations within a 12-month period will be cause for further disciplinary action, up to and including termination for insubordination.

Late Policy

1. The normal hours of employment for all Employees shall consist of a five (5) day work week, Monday through Friday. The workday for all Employees shall consist of seven and one-half (7 1/2) consecutive hours exclusive of meal allowance.
2. Lateness caused by verified failures of public transportation, extraordinary inclement weather or other catastrophes shall be excused.
3. Lateness Procedures
 - a. Working hours are 8:30 A.M. to 5:00 P.M., except for those Employees assigned adjusted working hours with prior approval of the Department Director or those Employees on a flex-time work schedule between the hours of 7:00 A.M. and 6:00 P.M.
 - b. Employees who are late and/or leave early without using earned time for a total of more than fifteen (15) minutes during any one pay period, will be docked. All lateness and early departures without using earned time, will be totaled at the end of the pay period and Employees whose lateness and/or early departures without using earned time total more than fifteen (15) minutes will have their pay docked in half-hour increments to reflect the lost time.
 - c. Employees who have their pay docked three times will be subject to further disciplinary action, as follows:
 - i. If an Employee is docked three times, the fourth infraction will result in suspension for one day, without pay.
 - ii. The fifth infraction will result in suspension for three days, without pay.
 - iii. The sixth infraction will result in suspension for five days, without pay.

iv. Repeated occurrences after suspension without pay may be cause for termination.

4. Discipline pursuant to this procedure shall only be effective for one year from the date of issuance and shall be removed from the Employee's file after the one-year period has been completed. Information which has been expunged from the file shall not be relied upon or otherwise referred to for any reason.
5. With regard to approved leave (annual/compensatory), an Employee who arrives late for work will not be permitted to use annual or compensatory time to cover lateness, inasmuch as use of this leave requires prior approval. Emergency extenuating circumstances for use of annual or compensatory time will be given consideration on an individual basis by each Department Director and such consideration shall not be unduly withheld.