

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

WORK SCHEDULE

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| POLICY NO. | 5.2 | EFFECTIVE: | 01/02/2024 |
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- A. The County Administrator shall establish the hours of work for County employees, while participating Constitutional officers shall set the hours of their office. The regular workweek is a seven day period (12:01 a.m. Monday through 12:00 midnight Sunday). Employees work a 40-hour work week (excluding meal periods). When individual work schedules differ from this, compensation shall be made on a proportionate basis.
- B. Should any Constitutional officer participating in the Unified Pay Plan utilize a shorter work week, their employees will be paid a proportionately smaller salary.
- C. Non-exempt law enforcement officers may have an established work period of 84 hours in every 14 day cycle.
- D. When a department's normal services necessitate work schedules other than that listed above, work schedules shall be proposed by the Department head by submitting such request, in writing, to the County Administrator for approval.
- E. Other workweeks and hours may exist for specific classes of employees as a condition of employment, including on call status.
- F. With the advance approval of the County Administrator, a department may establish an alternative workweek under the following guidelines:
 - 1. Individual and office productivity levels must be maintained. Deadlines must be met and phones must be covered at all times.
 - 2. All offices must be adequately staffed and supervised to ensure prompt response to client needs during designated business hours. It may not be possible for all supervisors to take advantage of the alternative work schedule since adequate supervision of employees is expected. One person clerical offices may not use an alternate work schedule.
 - 3. Alternative work schedules normally cannot start before 7:00 a.m. and all employees are to begin work no later than 9:00 a.m. Alternative work schedule employees working out in the field may begin work before 7:00 a.m. as long as the actual field work does not begin before 7:00 a.m. (arrive to

work early to load equipment and materials so as to be at job site at 7:00 a.m.).

4. Employees may be required to temporarily adjust their alternative work schedule in order to attend mandatory meetings (staff, Board, work sessions, planning commission, etc.) or assist with exceptional work-loads.
5. In order to administer alternative work schedules simply and efficiently, once an alternative work schedule is determined, employees must commit to the schedule for the agreed time period (90 days). There shall be no indiscriminate changes.
6. Alternative work schedules are to be cost neutral -- no overtime will be permitted which is the sole result of an employee working on an alternative work schedule.
7. Lunch hours cannot be adjusted to offset arrival and departure times.
8. Employees working an alternative schedule are to schedule routine doctor and dentist appointments on their time off, if possible.
9. Employees working an alternative schedule must charge their accrued paid time off for the amount of hours they would have worked if less than 40 hours per workweek. For example, if an employee is sick on a 10-hour workday, 10 hours must be charged to paid time off. If an employee takes off on a 10-hour workday, 10 hours must be charged to paid time off.
10. Holidays are counted as 8-hour workdays. An employee working a 9 or 10-hour workday schedule will not need to take annual leave to make up the difference.

11. Alternative Work Schedule Options:

- a. Working a 10-hour workday for 4 days, resulting in one day off every week.
- b. Working a 9-hour workday for 4 days then one 4-hour workday, resulting in one half day off each week.

12. Exempt employees may not use a 10 hour, 4-day work week.

13. The County Administrator may not approve a workday that goes beyond 8 hours for any public-facing department unless public access and public service is expected to be enhanced by doing so.

14. Department heads shall advise employees of their individual work schedules.

15. During inclement weather, essential-services employees shall report to work.
16. Daily hours of work for employees covered by this policy may be adjusted by the Department head, with prior approval of the County Administrator. All departments shall demonstrate that they are adequately staffed during the designated County business hours prior to approval of adjusted hours by the County Administrator.