



## Office of the City Auditor Policies and Procedures

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**Number:** 7.7.2

**Title:** Work Schedules

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**Approved by:**

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09/27/2001

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### I. Policy

- A. The official open hours of the Office of the City Auditor are 8:15 a.m. to 5:00 p.m. The department's work week is 40 hours, with an eight-hour day which commences at the time of arrival and does not include time taken for lunches. At least one administrative staff member will be expected to arrive and begin work at the office by 8:15 a.m.
- B. Within these parameters, each administrative and professional staff will designate a routine latest arrival time between the hours of 7:30 and 9:30 a.m. Compensatory time may be used to accommodate reasonable variations from the normal eight-hour day.
- C. Deviations from an employee's eight-hour work day must be communicated to and approved by his/her lead supervisor.
- D. The administrative and professional staff will be required to attend any meeting scheduled with people outside the office regardless of when the meeting is scheduled. Internal meetings can be scheduled during office hours.

### II. Purpose

This policy describes the department's working hours and sets out the parameters within which administrative and professional staff shall accomplish the hours comprising their work week.

### III. Definitions

- A. **Lead Supervisor** - The AIC/ACA/DCA/CA to whom an individual reports primarily.

- B. **Reasonable variations** - Three or fewer unplanned exceptions from established schedules per calendar month.
- C. **Unplanned exceptions** - Arrival more than 15 minutes later than the latest arrival time, without having arranged it with lead supervisor the prior work day.

#### **IV. Procedures/Responsibilities**

- A. The administrative staff is responsible for ensuring that the office is open and telephones are answered during OCA's official open hours.
- B. Each employee is responsible for selecting a routine latest time of arrival and communicating that time in writing to his/her lead supervisor and to the administrative staff.
- C. In the event that an employee must arrive later than the selected routine latest arrival time, he/she should:
  - 1. contact his/her lead supervisor and request to take sick leave, vacation, compensatory time, or leave without pay for the period not worked.
  - 2. notify any other staff with whom meetings are scheduled in the affected time period.
- D. For late arrivals beyond the maximum number of reasonable variations (three in a calendar month), compensatory leave may not be used.