

CITY OF SPOKANE
DEPARTMENT POLICY AND PROCEDURE TEMPLATE

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CITY OF SPOKANE DEPARTMENT POLICY AND PROCEDURE	DEPT [4500]-[2005]-[01]
	LGL 2005-32
TITLE: ATTENDANCE AND REST PERIODS EFFECTIVE DATE: JULY 1992 REVISION DATE: MARCH 2005 05.12.2005	

1.0 GENERAL

1.1 PURPOSE

The purpose of this policy is to establish departmental rules concerning attendance and rest periods, which set forth a clear procedure to be followed by employees of the Solid Waste Management Department.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to employees of the Solid Waste Management Department.

3.0 REFERENCES

Not Applicable

4.0 DEFINITIONS

Not Applicable

5.0 POLICY

It is the policy of the Solid Waste Management Department to establish a procedure that defines departmental requirements regarding employees reporting to work, attendance while they are on the job, and rules for rest periods.

6.0 PROCEDURE

6.1 Attendance

6.1.1 Employees are required to report for work on time or to notify the designated departmental official by calling 625-7878 no less than fifteen (15) minutes prior to the start of his/her scheduled work shift. If that line is busy, the immediate supervisor's extension should be called:

Commercial	625-7871	Recycling	625-7889
Northside	625-7874	Southside	625-7884
Landfill/Transfer Stations		625-7893	

6.1.2 The record-a-call can only be used in an emergency and the employee **must** contact the designated Refuse District Supervisor later in the day.

6.1.3 When on sick leave, an employee must make contact with a supervisor prior to the end of the normal shift to indicate his/her availability for work the following work day.

6.1.4 The employee will check in with the supervisor doing morning dispatch after returning from sick leave, vacation, etc.

6.1.5 If an employee reports in late for a shift and works, the time absent is deducted from his/her shift. The regular shift is **not** extended. If an emergency does not exist, the employee will be off with no pay at the supervisor's discretion. However, if an employee does work, this does not exclude any disciplinary action.

6.1.6 No employee shall work beyond the regularly scheduled work shift unless advance approval is given by the department official authorized to grant overtime work.

6.1.7 During emergency periods such as heavy snowfall, ash fallout, etc., it is requested that employees contact the Solid Waste Management Department office at least fifteen (15) minutes prior to the start of the scheduled shift for instructions concerning that day's activities.

6.1.8 No employee may punch or sign a time card for another employee.

6.2 REST PERIODS

6.2.1 One (1) thirty-minute (30-minute) rest period or two (2) fifteen-minute (15-minute) rest periods are paid each shift. The rest period shall not be taken within the first two (2) hours of the shift.

6.2.2 Employees may combine rest periods and lunch break, for a total of one (1) hour.

6.2.3 No more than three (3) trucks are to be at any restaurant or drive-in at any one time.

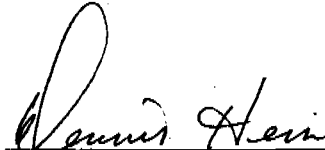
7.0 RESPONSIBILITIES

The Director, Solid Waste Disposal Superintendent, Department Supervisors, and Department Forepersons are responsible for administering this policy.

8.0 APPENDICES

Not Applicable


APPROVED BY:



Director

April 27 2005

Date



City Attorney (ASST)

4-29-05

Date