


POLICY ID: HR-001		TITLE: EXEMPT EMPLOYEES – WORK HOURS AND SCHEDULES	
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION		APPROVED BY VILLAGE BOARD:	DATE:
EFFECTIVE DATE OCTOBER 8, 2007			8/28/15
APPLIES TO:		<input checked="" type="checkbox"/> FLSA EXEMPT	<input type="checkbox"/> FLSA NON-EXEMPT

This Policy shall apply to all exempt employees who are not a member of a collective bargaining unit.

The Village expects all employees to be reliable and punctual and to report for work as scheduled. Absenteeism and tardiness for reasons other than those covered by established Time Off Policies place an unfair burden on other employees, reduce productivity and quality of performance, and are costly to the Village.

Every exempt employee is required to establish, with his/her supervisor, a standard work schedule covering a minimum of forty (40) hours per work week during the official operating hours set by the Village. The Village defines the work week as being a minimum of eight hours per day on Monday through Friday. Working less than forty hours per week is discouraged and exempt employees are expected to make up work time lost due to personal absences of less than a day. Exempt employees are expected to work whatever hours are necessary to accomplish the goals and deliverables of the position they hold and to meet the expectations of the Village. The Village expects that exempt employees will be available to attend and/or staff various Board and Committee/Commission meetings in addition to their regularly scheduled forty hour work week.

If an exempt employee cannot avoid being late for work or is unable to work as scheduled, the employee must notify his/her supervisor as soon as possible in advance of the anticipated tardiness or absence. If an employee has Village-related business outside the Municipal Center, he/she must notify his/her supervisor or a Department Head in advance regarding his/her schedule change.

The Village expects all Department Heads to cooperate in scheduling their work hours so that, to the greatest extent possible, at least one Department Head is present on-site during all established Municipal Center operating hours and reasonably accessible to Village staff, Board members, and residents as needed.

At the discretion of the Village Board, the Village may require exempt employees to submit time logs describing their daily activities.

Consistent failure to observe the established minimum work schedule, or failure to make up time lost due to personal absences of less than a day without prior agreement from his/her supervisor, or failure to adhere to this policy may result in discipline up to and including termination of employment.

Adopted: October 8, 2007

This policy is not intended, and should not be construed, to limit or prevent an employee from exercising rights under the National Labor Relations Act. The Village of Kronenwetter retains the right to amend or change this policy at any time without prior notice.