DODGE COUNTY
PERSONNEL POLICIES AND PROCEDURES

Policy # **111**	Approval Date: 08/14/2014
Policy Title**: Hours of Work**	Effective Date: 01/08/2019; 01/01/2024; 12/26/2024, 09/17/26; 01/01/27
Owner: **Human Resources Committee**	Revision Date(s): 11/28/17; 1/1/19; 4/20/20; 5/4/20; 11/3/20, 8/3/21, 7/26/22, 8/9/22, 8/23/22; 12/12/2023; 05/14/24; 11/19/24; 04/08/25; 07/08/25, 09/08/26; 10/28/26

I. PURPOSE

The purpose of this policy is to clarify hours of work for non-exempt personnel for the various departments. Departmental specific policies are under the Guidelines section.

II. POLICY

A. **Non-Exempt Work Schedules**

1. The normal work week for most full-time employees is forty (40) hours, however this should not be construed as a guarantee of work. The core workweek, for most employees, is defined as 8:00 a.m. to 4:30 p.m. Thursday through Wednesday unless changed by the Department Head or as approved under an Alternative Work Schedule and Policy. This workweek and schedule does not apply to employees of the Sheriff's Office, Clearview, and the Highway Department. Department Heads of those departments will establish appropriate work schedules as authorized by the County Administrator.
2. Department Heads, when authorized to do so by the County Administrator, may approve Alternative Work Schedules, provided the core hours are staffed by the employee and follows the Alternative Work Policy.
3. When prearranged work-related appointments require an employee to work outside of his/her normal workday, the employee will adjust his/her work schedule so that the normal hours in a workweek are not exceeded. Approval of the supervisor is required for any overtime if unable to adjust the work schedule
4. When an employee requests to adjust his/her schedule to accommodate personal needs, it is at the discretion of the Department Head whether the employee will be allowed to adjust his/her schedule in the same manner as is allowed for prearranged work-related appointments
5. Employees allowed to adjust the work schedule for personal needs or have approved alternative work schedules must decrease paid time off (PTO, Vacation, Sick, etc.) if the work week exceeds 40 hours
6. Adjustments to schedules will generally not be permitted if the adjustment results in overtime or compensatory time.
7. Additional Hours/Overtime (See also Policy #119 - Overtime)
   i. Overtime is earned based on hours worked, in accordance with the Fair Labor Standards Act (FLSA)
   ii. Eligible employees may elect premium pay at one-and-one-half (1.5) times their regular rate of pay for mandated hours worked outside their regularly scheduled shift while providing safety services. Elections must be communicated in writing to the supervisor prior to employee timecard approval and payroll processing

B. **Exempt Employees Work Schedule**

1. Exempt employees are normally expected to work beyond the standard eighty (80) hour biweekly pay period, when required by their job responsibilities and work demands. These employees may occasionally adjust their normal work schedules due to working beyond the eighty (80) hours pay period with approval from the Supervisor and/or Department Head.
2. An adjustment in an employee's work schedule may result in time off on another day in the pay period or later in the calendar year. When an employee's work schedule is adjusted, they are not required to use benefit time such as vacation, sick leave or PTO. The adjustment may include working less than eight (8) hours on a particular day and less than 80 hours in the pay period. It is preferred that adjustments occur within the pay period in which the additional hours are worked; however, if that is not possible, the adjustment may occur in other pay periods of the year.
3. At the discretion of the Supervisor and/or Department Head, this adjusted time off must be approved in advance. Adjustments in work schedules will not be approved on an hour-for-hour basis for all time worked beyond the eighty (80) hour pay period standard. Salaried, exempt employees should have no expectation of an hour-for-hour adjustment.

C. **Breaks**

Employees are entitled to two (2) ten (10) minute breaks when working an entire shift. Employees of Clearview, and the Physical Facilities Maintenance Department are entitled to one (1) fifteen (15) minute break. Based on position, employees who work six (6) or more hours in a single shift must take a thirty (30) minute lunch period each day. The thirty (30) minute lunch period will be without pay. Breaks cannot be combined for an extended break period.

III. GUIDELINES

A. Highway Department

1. Work Schedule

i. The normal schedule of work hours will be Monday through Friday, from 7:00 a.m. to 3:00 p.m., however many times operational needs may circumvent this schedule and require adjustments appropriately. When projects or weather conditions prevail, it will be necessary for management to start employees any time after 12:00 a.m., Employees who are scheduled to start other than at the normal start time (7:00 a.m., 6:00 a.m.) will be provided advance notice when possible.

ii. Effective the first pay period starting in April through the last pay period ending in October, the scheduled work hours will be four (4), ten (10) hour days per week Monday through Thursday from 6:00 a.m. to 4:00 p.m. During a week in which a paid holiday is celebrated, for purposes of this policy, a day is defined as the hours the employee is regularly scheduled to work on the day of the holiday. During the period in which a four (4) day workweek is in effect, vacation, sick leave, or PTO, will be charged at ten (10) hours per day. (Note: A week of vacation, or PTO will equal forty (40) hours. It is understood that sick leave will be earned at the rate of eight (8) hours per month, if eligible).

2. Breaks

Employees will receive two (2) 10 minute paid breaks when working an eight (8) hour shift and will receive two (2) 15 minute paid breaks when working a ten (10) hour shift. Breaks will be taken at the job site, and to be scheduled as to not disrupt the project efficiency and cannot be combined together and taken as one break.

3. Maximum Hours

Employees may work a maximum shift of sixteen (16) hours with a minimum of eight (8) hours off, unless emergency conditions exist.

4. Winter On-Call

Employees are required to be available on a call-in basis, 24 hours a day, 7 days a week, when weather or other conditions may require. Employees will be given advance notice of when the on-call period begins and when it is no longer in effect (normally in effect during the period between November 15th and April 1st).

i. **Winter On-Call Pay**

Employees will receive an additional $100 per pay period for the pay periods for the winter season. For this purpose only, employees are eligible for the additional $100 per pay period beginning with the first full pay period on or after November 15th and will continue to receive the additional $100 per pay period through the full pay period ending on or immediately following April 1st. The employee will not be eligible for the additional $100 for the pay period, if anytime during the pay period the employee is excused from on-call availability as per below, fails to respond within 1 hour of notification as per below, any unscheduled paid PTO, sick time, unpaid time, or on an approved leave of absence as per below.

ii. **Staffing Levels**

Provisions will be made to allow up to a total of four (4) employees department-wide to be excused from response if a written request was given to the supervisor 48 hours in advance and approved by the supervisor. The four employee total includes persons previously approved for vacation, PTO, persons on leave of absence, etc. Requests to be excused which are submitted less than 48 hours prior to the requested time to be excused from on-call availability may be given consideration if fewer than four persons have been previously excused, or if the Highway Commissioner or his designee determines that it is feasible to allow an additional employee to be excused.

iii. **Reporting**

Employees that are not excused from response and fail to report to work within one (1) hour of notification will receive a counseling each time they fail to respond. The Highway Commissioner or his designee will determine the appropriate time to begin disciplinary action based on repeated counseling's. It is recognized that some highway department positions will be exempt from this requirement.

B. **Physical Facilities Maintenance**

Physical Facilities Maintenance employees will work shift assignments determined by management, which may include split shifts or shifts that rotate between first shift and second shift hours.

C. **Sheriff's Office**

1. **Switch Work**

An employee may, upon approval of management, switch work hours with another employee provided it occurs in the same pay period and not result in any overtime. Exempt status employees will not be allowed to switch work hours with a non-exempt employee.

2. **Sheriff's Office 12 Hour Shifts**

The Sheriff Office has developed a twelve (12) hour work schedule for employees in the Correctional, Communications, and Patrol divisions. (Sworn Association 12-hour shift provisions are outlined in the Sworn Agreement.) The twelve (12) hour schedule may be discontinued at any time by the Sheriff. The twelve (12) hour schedule will be based upon a rotation determined by Administration for employees designated under section 7(k) of the Fair Labor

Standards Act (FLSA). Employees who are not designated under section 7(k) of FLSA will be paid overtime or compensatory time at the employee's choice for any hours eligible under the Fair Labor Standards Act (FLSA).

i. Work Schedule

The twelve (12) hour work schedule rotation will be assigned by the Sheriff's Office Administration. Work Back Hours (Employees designated 7(k) of FLSA only)

Under the twelve (12) hour work schedules, qualifying employees will be scheduled to work twelve (12) hours per day. Employees will be required to take 104 work back hours during the calendar year.

a) Effective May 30, 2024 (or as soon as configurated) Lieutenants working 12-hours shifts will be paid actual hours worked and required to take 110 hours of unpaid work back hours during the calendar year.
b) Effective December 26, 2024 all employees working 12-hours shifts will be paid actual hours worked and required to take 104 hours of unpaid work back hours during the calendar year.
c) The work back hours will not be considered overtime hours or paid hours.
d) Employees will be allowed to use the banked work back hours in lieu of regular scheduled work hours over the course of the calendar year at the approval of the Sheriff or his/her designee.
e) It is the employee's responsibility to ensure that work back hours are used before the end of each calendar year. If not, a Supervisor may schedule the work back hours at their discretion to ensure all hours are used before the end of each year.
f) The use of work back hours will not be allowed to create overtime.
g) Workback hours will be pro-rated for new hires and transfers.

ii. Other Important Provisions

a) **Training**

When an employee is assigned to attend training and training is less than twelve (12) hours for employees on the twelve (12) hour work schedule, the employee shall pre-arrange with their supervisor to make up the work hours or use banked paid time off to cover the remaining hours, subject to advanced approval by the supervisor.

b) **Holidays**

Holidays will continue pursuant to Policy #207-Holidays. Employee will be granted 80 hours on January 1 of each year and may be used in increments of up to twelve (12) hours. Holiday hours will be pro-rated if an officer is assigned after January 1, transfers out of the twelve (12) hour schedule or leaves employment.

c) **Sick Leave**

Sick Leave, if eligible, will continue pursuant to Policy #214-Sick Leave. Sick leave is earned at 8 hours per month and may be used in increments of up to twelve (12) hours.

d) **Vacation/PTO**

Vacation (if eligible) and PTO will continue pursuant to policy #218-Vacation and Paid Time Off Policy. Vacation will continue to be earned as a maximum number of hours per years of service and may be used in increments of up to twelve (12) hours.

e) All efforts will be made to avoid fatigue of the employees working the twelve (12) hour work schedule to avoid working more than seven (7) consecutive days at a stretch and no more than sixteen (16) hours

straight. This does not include mandatory court appearances or other emergency situations. In case of mandatory court appearances, the employee at their option, can utilize all or part of the court appearance as time worked for their next scheduled shift, if that shift is scheduled less than twelve (12) hours from the end of the court appearance. The employee must notify their supervisor in advance so arrangements for proper coverage can be made.

D. **Circuit Court**

1. **Hours of Work**

i. Bailiffs shall be scheduled for court hearings and trials, as needed. Bailiffs shall be paid a minimum of four (4) hours per day for court hearings and trials.

ii. Bailiffs may be required to attend meetings and trainings. Bailiffs shall be paid a minimum of two (2) hours per day for meetings and trainings.

IV. PROCEDURE

All employees must approve their biweekly timecard by noon on Friday, after the last day of the pay period.