

OFFICE HOURS AND ATTENDANCE POLICY

In an effort to gain better consistency among work schedules, the following policy will go into effect as of April 23, 2014 for all staff in Administration, Finance, Code Enforcement, Public Works office staff, Parks and Recreation office staff, Police record clerks, Fire Safety and Library.

I) STAFF HOURS

Full-Time Employees have the option, upon their department head approval, to select one of the two following schedules as their normal work schedule:

- 1) Work a scheduled 8.5 hour day and take a 1 hour meal break. The employee will be paid for 8 hours and have a .5 hour paid break and .5 hour unpaid break: or,
- 2) Work a scheduled 8.0 hour day and take a .5 hour meal break. The employee will be paid for 8 hours and have a .5 hour paid break.

Part-Time Employees:

- 1) Part time employees who work a scheduled shift of 6 or more hours will be given a .5 hour paid meal break. If the employee wishes to take a full hour break, .5 hour will be paid and .5 hour will be unpaid. The part time employee's supervisor must approve the employee's break schedule.
- 2) Part time employees who work a shift of less than 6 hours will not be paid for any breaks.

No other breaks will be taken during the work day other than described above. In cases where a part time employee works less than their regular scheduled shift, the employee will be compensated only for their actual time worked.

II) OFFICE HOURS – MONDAY THROUGH FRIDAY

Receptionist	8:00 - 5:00
Code Enforcement	7:30 - 5:00 (available to public by appointment 3:00-5:00)
Public Works Administration	7:00 – 5:00
Finance and Administration	8:00 – 5:00
P&R	9:00 - 5:00
P&R Seasonal	8:30 – 6:00
Police Records	8:00 – 4:00
Police Communications	24/7/365

III) INCLEMENT WEATHER

The Upper Dublin Township offices will remain open under all weather conditions unless the Township Manager declares an emergency closing. Each Department Head will be responsible for informing the employees in their department if the Township offices have been closed due to an emergency closing. Absent an emergency closing, employees are expected to report to work.

If the Township offices are open, employees must notify their supervisor if they do not intend to report to work due to weather conditions. Employees must use personal time, vacation time or compensatory time if they do not report to work. Part time employees will be compensated only for the hours that they work.

Upon approval by their supervisor, employees may work at home for a portion or all of the work day that they did not report to work due to inclement weather. Employees working at home for a portion of the work day must use personal time, vacation time or compensatory time for the balance of the work day.