

Buffalo County Resolution



Drafted By:

Sonya J. Hansen

Presented Month/Year:

January 2020

Involved Committees:

Human Resources

County Department:

Administration

Fiscal Impact: YES / NO

AC Approved: YES / NO

RESOLUTION # 20-01-02

A RESOLUTION TO MODIFY EMPLOYEE HANDBOOK POLICY 101 HOURS OF OPERATION

WHEREAS, the Human Resource Committee has identified the need to add Section 5.9 in Policy 101 HOURS OF OPERATION to accommodate the Highway Department working ten (10) hour days during a holiday week effective February 1, 2020, a copy of which is attached as Exhibit A and to be incorporated herein and to become a part of this resolution; and,

WHEREAS, the Highway Department has been operating under the language in section 5.9 for one year under a pilot program without any issues; and,

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves modifying POLICY 101 HOURS OF OPERATION to the Buffalo County Employee Handbook for implementation on February 1, 2020 as attached as Exhibit A.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 2nd day of January, 2020.

County Clerk

ATTEST:

County Board Chairperson

Respectfully Submitted:

Human Resources Committee

Larry Grisen

Donald Hillert

Michael Taylor

Absent
Nathan Nelson

Excused
Dwight Ruff

ANTICIPATED FINANCIAL IMPACT STATEMENT

None

EXHIBIT A

POLICY 101. HOURS OF OPERATION

1. **Purpose:** To provide employees with regular work hours and work schedules while ensuring staffing coverage necessary for effective county operations.
2. **Courthouse Hours:**
 - 2.1 Regular courthouse hours are 8:00 a.m. to 4:30 p.m. Monday through Friday for employees working in and from the County Courthouse building excluding corrections/communication officers.
 - 2.2 The Buffalo County Board of Supervisors reserves the right to change these hours.
 - 2.3 If a Department has the need to close or does not have staff in the department during courthouse hours, the Department Manager must get prior approval from the County Administrative Coordinator or County Board Chair. The Department Manager shall make arrangements for a means to handle emergency situations.
3. **Communication/Corrections Officers:**
 - 3.1 The standard daily work schedule will be shifts for twenty-four (24) hour coverage.
4. **Recycling Department Non-Exempt Employees:**
 - 4.1 The standard daily work schedule will be 7:00 a.m. to 3:30 P.M., Monday through Friday. These hours may be seasonally adjusted.
5. **Highway Department Non-Exempt Employees:**
 - 5.1 The normal daily work schedule will be between eight (8) and ten (10) hours per day, Monday through Friday.
 - 5.2 These hours, including, daily start times, may be adjusted by Highway Management as needed for reasons including, but not limited to, seasonal, weather and emergency conditions.

Policy 101. HOURS OF OPERATION

Effective Date: May 31, 2015

Revised Date:

**Buffalo County
Employee Handbook**

- 5.3 Highway Management may notify any Highway Department hourly employee(s) that a portion of or all of that workday will be cancelled and that no work will be available for that portion or all of that work day.
- 5.4 In the event of cancellation, employees may substitute accumulated PTO or compensatory time, if available, to allow the employee to be compensated for up to forty (40) total regular hours for the week.
- 5.5 Efforts will be made by Highway Management to notify employees at the end of the work shift for any adjusted start time or shop closure for the following standard work day.
- 5.6 Highway Management shall notify an employee at least forty-five (45) minutes prior to any adjusted start time or closure.
- 5.7 If an employee is directed by Highway Management to stay at a jobsite up to a specified time within the standard daily work schedule, the travel time back to an employee's starting Highway Shop location may go outside the standard work day and the employee shall be compensated for this drive time.
- 5.8 Employees within the Highway Department may be directed to work different schedules within the standard work week as deemed by Highway Management as most advantageous to the County.
- 5.9 In the event of a holiday (paid 8 hours) and the Highway Department is working ten (10) hour days, each employee must make up the additional two (2) hours with first using compensatory time, then PTO and then unpaid time off.

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