

POLICY & PROCEDURES

CHAPTER:	1	Administration and Management	1.3.8
SECTION:	3	Personnel Management	EFFECTIVE DATE: 03 / 09 / 2020
SUBJECT:	8	ATTENDANCE AND WORK SCHEDULE	
STANDARDS: ACA – 4 – ALDF: None			
APPROVED:		DATE REVIEWED: 03 / 08 / 21	
_____ Dale Glass COMMISSIONER OF CORRECTIONS		REVISION DATE: 3 / 23 / 21	
Rescind: 1.3.8 dated 3/19/20 Cancel:			

I. POLICY

It is the policy of the St. Louis City Division of Corrections to support and promote equitable and consistent management of attendance and work schedule governing all employees.

II. PURPOSE

To provide guidelines for the employees of the Division of Corrections on the management of work schedules, documentation of attendance and computing overtime.

III. RESPONSIBILITIES

All St. Louis City Division of Corrections Staff are responsible for adhering to the following procedures.

IV. DEFINITIONS

Automated Timekeeping System: A computer application that tracks, records and stores daily attendance records electronically for the Division of Corrections’ employees.

Daily Attendance Records: Documentation of daily beginning/ending times for each period of work, meal periods, number of hours worked each work day, total hours worked in the work week, notations explaining any differences between times entered on

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the attendance forms and time to be paid including, approved paid leave and any unpaid time off the job and the employees initials or signature attesting to the accuracy of the record.

Dock: A payroll term to withhold pay for scheduled time not worked or for accrued time not authorized.

E.A.R: Employee Action Report - used for documenting staff work action performance.

Emergency Event: Unforeseen or periodic emergencies which pose immediate risk, or require urgent intervention such as a water main break, bridge collapse, flood, storm causing trees down, power failure, etc. (See AR 134). Personal illness or physical condition or sickness in the immediate family is not considered emergency event under this definition however, they are covered under the Sick /medical Leave policy.

“Employee(s):” Unless otherwise qualified, in this policy, the word “employee(s)” will denote permanent and probationary employees.

F/ML: Family/ Medical Leave.

No-Call/No-Show: When an employee fails to call in as established by procedure and fails to report for duty on their assigned shift during the duration of their daily assigned shift.

Overtime: Hours worked in excess of the official weekly eligibility threshold.

Permanent employee: An employee who has satisfactorily completed a working test period and whose permanent appointment has been recommended by the appointing authority and approved by the Director of Personnel.

Post Abandonment: When employees leave their assigned post or the facility without proper authorization and relief.

Probationary Employee: Newly hired or recently promoted employees who are on their working test period.

Seniority: The sum length of service based on the initial appointment with the City of St. Louis

Shift: Daily work hours; starting and ending times between which, the employee will normally be scheduled to perform work (e.g. 8:00 a.m. to 5:00 p.m.).

System Administrator: The Division of Corrections staff designated to overseeing the establishment and coordination of the Division’s automated time keeping system.

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Tardiness: Failure to report to the assigned shift briefing, work site, or duty station as scheduled and ready for work at the scheduled starting time.

Unit Head: Used interchangeably to represent for section heads (i.e., the Chief of Security, Unit Manager, Business Office Supervisor, etc.).

Unscheduled Leave: A leave other than pre-scheduled time off.

V. GENERAL INFORMATION

1. The Divisions maintains a twenty-four (24) hour operation based on eight (8) hour shifts and ten (10) hour work schedules as detailed in Procedure A, below).
2. Uniformed employees are assigned to specific shifts and rest-days based on facilities' need. Assignments to the shift of probationary correctional officers and rest days are approved by the Chief of Security. The Chief of Security will inform training cadets of their permanent shift and rest-days assignments two weeks prior to graduation from the Training Academy.
3. A permanent work assignment change must have prior approval of the Commissioner of Corrections.
4. Prior to awarding a shift and rest days to a new employee, the Chief of Security at both facilities posts an announcement of vacancy for permanent employees. The permanent employee with seniority will be awarded the shift and rest days. The Commissioner and Payroll Supervisor are notified of any change to employee's Shift and rest days.
5. Supervisors are responsible for making daily work schedules and adjusting the schedules as necessary to meet facility's daily staffing needs.
6. Staff in the same rank and shift may submit written request for approval by the Chief of Security/Unit Head to switch rest-days permanently. This request is a one-time option and all approval is final. The Chief of Security/Unit Head will notify the Commissioner and Payroll of the change to the employee's work rest days.
7. Consistent with A.R. #134, the Department of Personnel and the affected employees must be notified by the Appointing Authority, two (2) weeks in advance of any change to the employee's work hours that will exceed thirty days. Employees have the right to waive the two weeks notice prior to transfer from one shift to another or from one facility to another. All Inter-facility transfer must be approved by the Appointing Authority.

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8. Employees are not permitted to work in excess of an 8 or 10 hours work schedule or on their established meal breaks without authorization from the Shift Supervisor/ Unit Head and as established in policy #1.2.10: Over Time, and #1.3.27: Staff Meal/Break. Employees are required to remain on their post until properly relieved.
9. Employees' attendance and time worked are tracked and recorded electronically.
10. Employees may be cited for tardiness for failure to report to the assigned shift briefing, work site, or duty station as scheduled and ready for work at the scheduled starting time.
11. Employees work and daily attendance records will be maintained by the Division in accordance with applicable federal, state and local regulations.
12. Staff on Family/Medical Leave must follow Divisional proper call-in procedures. To allow for proper leave credit, staff is further required to inform the Shift Supervisor/Unit Head at the time of call in that the call is for F/ML, without giving detail. For additional information, see Dept. of Personnel Administrative Regulation No. 133: Family/Medical Leave.
13. When an employee requests sick or medical leave with no accrued time to offset the absence and, fail to report for duty as scheduled the employee will be subject to disciplinary action including and up to termination.
14. Information on earned time accrual is published bi-weekly on the employees' pay check stubs. Employees should not rely solely on the pay check stub in regards to accrued time balance. Staff may check their balance from the payroll clerk by appointment. Employees are responsible for tracking their own balance when requesting time off.

VI. PROCEDURES

A. Work Schedules

1. The following represents the official 8-hour shift work schedules:
 - a. Uniformed Security Personnel

1 st Shift	6:30 a.m. to 3:00 p.m.
2 nd Shift	2:30 p.m. to 11:00 p.m.
3 rd Shift	10:30 p.m. to 7:00 a.m.

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- b. Non-uniformed personnel and Special Assigned

Regular 8:00 a.m. to 5:00 p.m.

- 2. The following represents the 10-hour work schedules for uniformed security staff:

- a. CJC

1 st Shift:	2 nd Shift:	3 rd Shift:
4:30 am to 3:00 pm	2:30 pm to 1:00 am*	8:30 pm to 7:00 am
6:30 am to 5:00 pm	4:30 pm to 3:00 am	10:30 pm to 9:00 am
8:30 am to 7:00 pm		12:30 am to 11:00 am
10:30 am to 9:00 pm		

- b. MSI

1 st Shift:	2 nd Shift	3 rd Shift
4:30 am to 3:00pm		
6:30am to 5:00pm	12:00pm to 10:30pm	8:30pm to 7:00am
8:00am to 6:30pm	4:30pm to 3:00am	10:30pm to 9:00am
10:30am to 9:00pm		

- 3. Custody Staff is assigned to the 10-hour work schedule based on the following:

- a. No history of discipline over the last six (6) months that results in disciplinary sanction in excess of a Written Reprimand.
- b. Participation in the ten (10) hour work schedule must be voluntary and participant must be willing to work any assigned work schedule,
- c. Participants may be removed from a ten (10) hour work schedule after three (3) unscheduled absences within a six (6) month period,
- d. Participants may be removed from a ten (10) hour work schedule for a disciplinary sanction of a suspension of three (3) days or more,
- e. Participants may be reviewed for removal from a ten (10) hours work schedule for failure to cooperate with post assignment or other deficiency in work performance that does not promote the success of the 10-hour work schedule.

- 4. If an employee is removed from the 10-hours work schedule/shift for any, or a combination of, the reasons given above, the employee will be given a fourteen

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(14) days notice as stipulated in this procedure and work rule and in Policy #1.3.7: Staff Assignments. The employee is assigned a new rest day which may not be the same.

B. Duty Hours and Time Worked

1. Duty hours start and end, as outlined in procedure A, subject to any emergency or special assignment as determined by the Appointing Authority/designee, or the Chief of Security/Unit Head. Shift briefing is considered work time. When employees report for work, they are required to sign in.
2. Employees will sign their names and write the actual starting time of the shift, not the time of their early arrival if they arrive early. For example, if an employee arrives at 6:20 a.m. and the shift begins at 6:30 a.m., the employee writes 6:30 a.m. in the sign-in roster. Employees who arrive after the start of the shift must write the actual time of arrival on the Sign-in Roster.
3. The Shift Supervisors/Unit Head will:
 - a. Generate the Sign-in Roster for their employees.
 - b. Ensure that all employees print and sign their names on the roster when necessary.
 - c. Review the rosters and associated Off-Time Adjustments, ensuring accuracy.
 - d. At the end of the shift, forward all completed rosters and Off-Time Adjustments to the Chief of Security/unit head or designee who reviews and forwards to Payroll Specialist.
4. The approved Sign-in Rosters are to be forwarded to the payroll specialist within 24 (twenty-four) hours of receipt, excluding weekends and holidays.
5. Employees who are tardy will immediately report to their Shift supervisor or designee for assignment. The employee completes an Off-Time Adjustment (O.T.A.) Form indicating the actual time of arrival, signs it and submits the form to their Supervisor. The employee will be subject to disciplinary action for tardiness.
6. Employees' time will be computed, for payroll purposes, based on the actual time worked. in the automated timekeeping system or sign-in roster. Employees will not receive extra pay or overtime for signing-in earlier than their official starting shift time unless authorized by a Section head. The Supervisor will submit justification to the Detention Center Superintendent.

C. Daylight Savings or Standard Time Change

Employees working during the change to daylight-savings time each spring will receive credit for only seven hours worked for that completed shift, and employees working the change to standard time each fall will receive credit for nine hours worked for that completed shift. Off Time Adjustment or work adjustments within the seven-day work period can be made to correct any resulting shortages or to prevent the accrual of unauthorized overtime hours.

D. Call-In Procedures

1. Any employee who has reason to believe they will be late or not reporting for duty must call at least thirty (30) minutes minimum prior to the beginning of their scheduled work time. The employee will leave a call-back number and specify the type of call in (i.e., sick/medical, emergency event, or Family Medical Leave (FML)).
2. Employees calling in due to sickness will not be required to disclose the specifics of their medical condition for the call in, or as relates to the use of FML. The Shift Supervisor/Unit head will initiate an O.T.A. on behalf of the employee who signs it upon return to work. (See item # D 5 below).
3. Employees arriving late will upon their arrival to work completes an O.T.A. form, sign, and submit the form to their immediate supervisor for review and approval.
4. It will not be necessary for an employee to call in each day if the Unit Head/Shift Supervisor or designee is made aware of the employee's need to be off work for an extended period of time, with proper documentation.
5. The Unit Head or Shift Supervisor/designee will make a recommendation and signs the employee's O.T.A. on the appropriate space, and will:
 - a. Make a copy of the O.T.A.
 - b. Send the original to Payroll unit for processing, and retains a copy.
 - c. Have the employee sign the copy upon return to work and no later than the end of tour of duty.
 - d. Forward the copy with employee's signature to Payroll unit for filing in employee's Personnel file.
 - e. Issue a copy to the employee, and retain a copy in employee's folder.

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E. Emergency Event

1. Any employee who will report late or not report for duty due to emergency event must call the facility at least thirty (30) minutes minimum, prior to the beginning of their scheduled work time, or if unable to call thirty (30) minutes in advance, notify the Supervisor as soon as possible.
2. The employee will report the event and may request compensatory or vacation time to off-set the unscheduled leave. If the employee does not have accrued compensatory or vacation time to cover the emergency event, it will be reported to Payroll as dock. The employee must present documentation to verify the emergency event. The employee will be issued an E.A.R for failure to provide documentation as requested. Requests that show pattern of abuse will be subject to disciplinary action including and up to termination.
3. Newly hired employees on working test period will be docked to off-set emergency event absence. Any occurrence may result in an extension of probation, or failure of the working test period and dismissal subject to approval of the Appointing Authority.

F. No-Call/No-Show

1. Permanent employees with any occurrence of “No-Call/No-Show will receive an E.A.R. from their supervisor, and be subject to disciplinary action up to and including termination.
2. A probationary employee with any occurrence of No-call/No-show will be issued the charge of unauthorized absence which may result in dismissal.
3. When an employee fails to report to work or to call and report the reason for their absence for a period of three (3) consecutive working days the absence will be considered job abandonment in accordance with AR No. 117. The employee will be subject to disciplinary action including and up to termination.

G. Sick/Medical Leave Affecting Work Schedule

1. When probationary employee called in for medical leave before completing 26 weeks of employment, the call in will be reported to Payroll as dock. The employee may have their probationary period extended or be subject to dismissal if authorized by the Appointing Authority.
2. When arrangements for non-emergency personal medical or dental appointments cannot be made outside of working hours, employees will submit an O.T.A. request to the Shift Supervisor/Unit Head, 72 hours in advance with substantiating

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- documentation, if required by the Supervisor. The request will be answered by the Supervisor within 48 hours of such advance request.
3. If an employee is absent for three consecutive days, the employee's supervisor is required to report this information immediately to Payroll on the 3-Day Medical Leave Notification Form. Payroll will mail an FMLA Form to the employee's address of record.
 4. Permanent employees who require three (3) or more consecutive eight (8) hours of work days or work periods off due to injury or illness must submit supporting documentation (i.e., physician's medical statement, fit for duty authorization) to their Shift Supervisor/Unit Head upon return to duty. The Supervisor will follow guidelines noted in G.3 above.
 5. An employee who returns to work without fit for duty documentation from their medical provider following an injury or illness will be required by the Supervisor/Unit Head to submit written and signed statement of any restriction. The Supervisor/Unit head will allow the employee to work with restriction. The employee will have 48 hours to submit the Fit for Duty documentation from their healthcare provider. Failure to submit the required documentation within the specified time will subject the employee to disciplinary action.
 6. If staff returns to duty without fit for duty documentation after 48 hours and state that they are able to work but with some restriction, the Supervisor will refer to DOC#1.3.11.20: Job Class and Essential Functions, and Policy #1.3.20: Light Duty Assignments. If the restriction conflicts with essential function, the Supervisor will confer with Section Head and offer employee options such as, FMLA, disability, etc.
 7. It is an abuse of sick/medical leave to claim qualifying reasons for an absence when such reasons do not exist. Abuse of medical leave will be treated as a disciplinary issue. Examples of abuse are as provided in Personnel Administrative Regulation # 116.
 8. Management may require medical statements for illnesses and/or other documentation for situations of any duration when a pattern of medical leave abuse can be demonstrated.
 9. The supervisor will attempt to find out why the employee is abusing medical leave and see if the behavior stems from a personal problem. If the supervisor finds that it does, the supervisor should refer the employee to the Employee Assistance Program.