



## Cochise County Judicial System

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Policy Title: Hours of Operation, Work Week, Work Schedules and Attendance

Policy Number: 3000

Effective: March 1, 2021

Last Reviewed/Updated: February 22, 2021

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### **I. Hours of Operation**

Cochise County Judicial System (CCJS) offices shall be open to serve the public Monday through Friday, 8:00 am to 5:00 pm, excluding observed holidays, unless otherwise modified by the Presiding Judge or Department Director.

### **II. Work Week**

Except as otherwise provided in this policy, regular work week for full-time CCJS employees shall be forty (40) hours. Some positions will work a traditional eight (8) hours per day, Monday through Friday. Other positions may have a varied schedule.

### **III. Work Schedules**

The Department Director shall determine the work schedules of employees, as well as any modifications, ensuring essential CCJS services are provided and that the work schedules are in accordance with all Federal or State Statutory or constitutional limitations relating to hours of work (e.g. Fair Labor Standards Act (FLSA)).

Alternate work schedules (9-80's, 4/10's, split shifts, flextime, etc.) may be authorized at the Department Director's discretion.

### **IV. Attendance**

- A. All employees are required to be at work on time. If an employee is unavoidably detained or unable to report to work, the employee should notify the immediate supervisor or authorized department representative within one (1) hour of starting time unless otherwise specified by the department director. Failure to notify within this timeframe shall constitute an unauthorized absence without pay.
- B. Time off work with pay shall be allowed only as provided in this policy for compensatory time, paid holiday time or various paid leaves.
- C. Employees classified as exempt under the Fair Labor Standards Act are not entitled to overtime or compensatory time and are not required to use accrued leave time for absences of less than a full working day. Absences of less than a full working day must be approved in advance by the employee's immediate supervisor or designee.

- D. It is the responsibility of the employee to notify the supervisor when absence from assigned duties and/or work schedule is required. The Department Director may require the employee to provide verification of the reason for the absence. A disciplinary action may be used for serious or pervasive misconduct or repetitions of improper performance or conduct. Failure to report to work without notification to the employee's supervisor or designee concerning absence from work for one (1) day may result in disciplinary action. Absence from work for three (3) consecutive workdays without notification to the employee's supervisor shall be deemed job abandonment and cause for dismissal.
  
- E. Each employee is responsible for accurately reporting all hours worked in the approved County payroll reporting system. The supervisor or designee shall verify that all hours worked are properly recorded in the County payroll system.