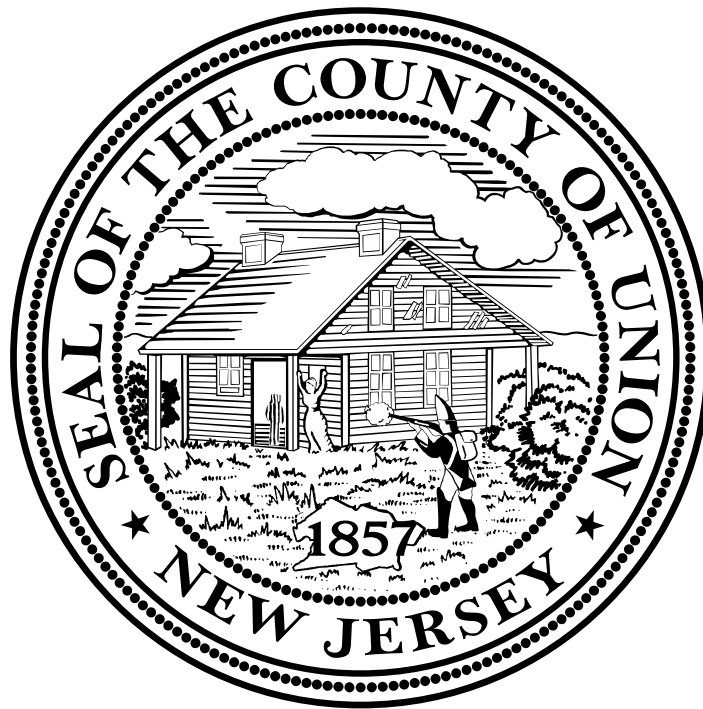


COUNTY OF UNION

Compressed Work Week Policy



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UNION COUNTY BOARD OF
CHOSEN FREEHOLDERS

COUNTY OF UNION COMPRESSED WORK WEEK POLICY

I. POLICY STATEMENT

It is the policy of the County of Union, hereinafter referred to as “County,” to allow its employees, in appropriate situations, to utilize a compressed work week. A compressed work week is not a right; county employees must first obtain permission to engage in a compressed work week from appropriate managerial personnel. County employees are still encouraged to work regular hours if capable.

II. DEFINITION OF COMPRESSED WORK WEEK

A compressed work week is any work schedule that enables a full-time employee to work the equivalent of a full week in less than five (5) days in order to increase public access to Union County Government in appropriate departments and offices.

III. REQUIRED APPROVAL FOR COMPRESSED WORK WEEK

The County Manager shall have the authority to promulgate rules and procedures appropriate to this policy. County employees are required to obtain the consent of their respective Department Head or Division Head prior to initiating a compressed work week. Respectively, Department Heads and Division Heads must obtain the consent of the County Manager. Upon approval, the appropriate managerial employee must provide written notice of his/her approval of the employee’s compressed work week schedule to the Director of the Division of Personnel Management and Labor Relations explaining the scope and nature of the employee’s compressed work week schedule.

IV. JOB FUNCTION MUST BE SUITABLE FOR COMPRESSED WORK WEEK

The County employee’s job function must be appropriate for compressed work week approval. Twenty-four (24) hour offices and part-time employees of the County are not eligible to participate in a compressed work week.

V. BENEFIT TO THE COUNTY

The County employee must confer a benefit to the County of Union if approved for a compressed work week. Generally, these benefits include, but are not limited to:

- Department is burdened by continuous absence of employee
- Employee’s job performance is integral to pending assignments

VI. GENERAL OBLIGATIONS

The total number of hours that County employees are expected to work on a compressed work week schedule will not change. County employees are expected to work the requisite number of hours each day as per their schedule. County employees are responsible for reporting time worked and leave used.

The County employee's duties, responsibilities, and conditions of employment remain the same. The County employee shall remain subject to all County disciplinary policies and procedures while engaging in a compressed work week.

Resolution No. 2010-634
Adopted: 07/29/2010