

Salt Lake County Human Resources Policy 2-600: Work Hours, Telecommuting, and Remote Access

Purpose

This policy defines work hours for Salt Lake County employees that are in compliance with the Fair Labor Standards Act (FLSA). In an effort to promote general work efficiencies, this policy defines telecommuting, remote access, and permits agencies to designate alternate work locations (where possible) and flexible work hours (when possible) for all or part of an employee's workweek.

I. Policy

As a means of achieving administrative efficiencies (e.g. reduce the need for an employee to return to work when on-call or call-back duty and reduce traffic congestion and transportation costs) this policy defines telecommuting, remote access and/or flexible work hours. Administrators may approve alternative and flexible work schedules meeting the needs of the agency, providing customer service and allowing employees to participate in a fitness program to provide for employees' work/life balance.

II. Procedures

A. Work Hours

1. Normal business hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday excluding holidays.
 - a. Business hours to enhance service may include extended hours, nights, early mornings, weekends and holidays as needed.
2. The standard work week begins at 12:01 a.m. Sunday and ends at 12:00 midnight Saturday.
 - a. The Sheriff's Office has a standard work cycle that is a regular reoccurring period of work not less than seven consecutive days nor more than twenty-eight consecutive days.
 - b. An alternative work week may be established but must be reviewed by the Human Resources Division and approved by the County Council.
3. Administrators may adjust schedules within a work week or work cycle to avoid overtime or to meet operational needs.
4. Full-time employees are expected to work 40 hours per week. Sheriff's Office sworn officers may be expected to work a 7, 21 or 28 day work cycle.
5. If an Administrator changes an employees' start or end time by more than one hour, the Administrator will provide as much notice as possible. If an Administrator makes a permanent change to an employee's schedule, a minimum of seven days' notice will be provided.

B. Alternative Work Schedules

1. Administrators may approve alternative work schedules such as a compressed work week or flex-time.
2. Agencies using an alternative work schedule will establish an internal written policy and communicate it to their employees.

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3. FLSA nonexempt employees should not work more than 40 hours in a work week without prior approval. Sheriff's Office sworn employees should not work more than the scheduled hours in their designated and assigned work cycle without prior approval.
 4. All work hours will be in compliance with County policies and the [FLSA](#).
- C. Breaks are allowed, but not guaranteed.
1. Breaks are paid time and may not be accumulated, combined, taken at the beginning or end of the work day or used to extend the meal period without prior supervisory approval.
 2. Supervisors may require employees to work through breaks when needed to cover agency operations.
 3. An employee may choose to not take a break.
 4. Employees may be allowed to take one 15 minute break for every four consecutive hours worked.
 5. Employees assigned ten hour work days may be allowed to take one 20 minute break for every five consecutive hours worked.
 6. Employees age 17 and younger are required to take a minimum of one ten minute break for every three hours worked per [HR Policy 2-400 New Hire Requirements](#).
 7. For up to one year after birth of a child, an employee who is breastfeeding will be allowed to take a reasonable unpaid break each time the employee needs to breastfeed or express breast milk. The agency will provide a place for the employee to use, other than a bathroom, which is shielded from view, free from intrusion, and functional for expressing breast milk.
- D. Meal Periods
1. Full-time employees, with the exception of some Sheriff's Office sworn officers, are allowed an unpaid meal period up to one hour during normal work hours when work allows.
 2. Employees age 17 and younger are required to take a 30 minute unpaid meal period not later than five hours after the beginning of the employee's workday.
 3. If an FLSA nonexempt employee cannot be completely relieved from duties and permitted to leave the work area, the meal period must be paid as time worked.
 4. A supervisor may approve employee's request to work through the meal period to shorten the work day or workweek. An employee may not shorten a work day or workweek without prior supervisory approval.
- E. Telecommuting
1. Telecommuting is an administrative option not an employee benefit.
 2. Agencies using a telecommuting program will establish an internal written policy.
 3. Telecommuting requires management approval and is not appropriate for every job at the County.
 4. Telecommuting assignments do not change the conditions of employment or required compliance with policies.
 5. An employee's compensation and benefits will not change as a result of telecommuting arrangements.
 6. A telecommuting employee is required to follow agency guidelines to ensure good communication and must be available during designated work hours.

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7. A telecommuting employee must complete all assigned work and provide work status reports as requested by the supervisor.
 8. An employee may be required to report to the primary work site or other locations as needed for work-related meetings, trainings or other events.
 9. A supervisor may meet with the employee in the alternate work location to discuss work-related issues.
- F. Work Schedule for Telecommuting
1. The total number of hours an employee is expected to work will not change regardless of work location.
 2. Administrators must ensure compliance with the overtime, compensatory time and other compensation provisions of the [HR Policy 5-100 Pay Practices](#).
 3. Sick leave, vacation or other leave will be approved following normal agency procedures. A telecommuting employee who is sick or has a personal appointment while working at home will use leave for hours not worked.
- G. Remote access will be established according to standards set by Information Services and the countywide [Security of Information Technology policy](#).
- H. Designated Work Area for Telecommuting
1. An employee's off-site work space should provide adequate work area (e.g. table or desk), light, telephone and computer service). Additional requirements may vary depending on the nature of the work and the equipment needed to perform the job.
 2. Agencies will not assume responsibility for operating costs, home maintenance or other costs incurred by the employee in the use of a residence for telecommuting. Agencies may use appropriate funds for other telecommuting costs.
 3. The employee agrees to maintain safe conditions in the off-site work space. An agency may be liable for job-related injuries under the [HR Policy 4-400 Workers' Compensation](#).
- I. Equipment and Materials for Telecommuting
1. An agency will provide the equipment and materials needed by an employee for the telecommuting assignment. The employee will exercise reasonable care of the equipment and may be held liable for theft or damage.
 2. County equipment will be maintained, serviced and repaired by the County.
 3. An employee may be authorized to use personal equipment but cannot be compelled to use personal equipment. If personal equipment is used, the employee will release the County from all liability for damage.
- J. Security of Information for Telecommuting
1. An employee authorized to telecommute must safeguard non-public information. The employee may be held liable for unauthorized use of equipment or information.
 2. Personal computer equipment used to telecommute must comply with County security policies.
 - a. County information stored on personal, electronic equipment is subject to public records requests and agency review.

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- b. Work performed in an alternate work location is considered official County business. Agencies may establish specific conditions that apply to employees working in alternate locations.

III. References

- A. Fair Labor Standards Act, Labor-Hours Worked, 29 CFR 785
- B. Employment of Minors – General, Utah Administrative Code R610.2.3
- C. Countywide Policies and Procedures:
 1. Department/Division and/or Section Policy Implementation Procedures – No. 1000
 2. Authorization and Payment of Travel Related Expenses – No. 1019
- D. Computing and Networking Systems – No. 1400
- E. Information Technology Security: Acceptable Use Policy – No. 1400-1
- F. Information Technology Security: Virus Protection Policy – No. 1400-2
- G. Information Technology Security: Software Licensing Policy – No. 1400-3
- H. Information Technology Security: Incident Reporting – No. 1400-4
- I. Information Technology Security: Mobile Device Protection – No. 1400-5
- J. Information Technology Security: Social Media Use – No. 1400-6
- K. Human Resources Policy:
 1. 1-100, HR Policies Disclaimer
 2. 1-200, General Definitions
 3. 4-400, Workers' Compensation
 4. 5-100, Pay Practices