

**GENERAL EMPLOYMENT MATTERS****1.5.1****A. HOURS OF WORK**

Daily hours of work (or shifts) for employees within departments shall be assigned by the employees' applicable MOU or by Department Heads as required to meet operational requirements. The Department Head may change an employee's work period, week, or hours at any time to meet the requirements of the City. Changes shall be made in accordance with applicable Memoranda of Understanding.

Any foreseeable absence or deviation from regular working hours desired by an employee shall be cleared in advance through the employee's supervisor, and such absences shall be noted on the employee's time sheet.

With the approval of the Department Head and concurrence of the employee association, an employee may be assigned a flexible work schedule so long as the employee's work schedule totals forty (40) hours within the employee's designated workweek and as long as the needs of the public and City are being met. The start and stop of the workweek for employees on a flexible work schedule will be designated at the time the flexible work schedule is assigned to the employee.