



Administrative Policy

Policy Title:	Personnel: Work Schedules; Leavetime; Overtime; Timecards
Policy #:	06-001-0075
Effective Date:	04/2/2024
Approved by:	Telly Delor, Chief Operating Officer
Functional Area:	Human Resources
Responsible Leader:	Stephanie Shank, Human Resources Director
Policy Owner:	Jody Kruskie, Labor/Employee Relations Manager
Applies to:	SCCCMH Staff

Purpose: To set forth the expectations of staff related to work schedules, appropriate use of work time, recording of work time, requests for time off and completion of required documentation to support these expectations.

I. Policy Statement

It is the policy of St. Clair County Community Mental Health (SCCCMH) to ensure that consistent standards, guidelines, and procedures are followed regarding employee fixed and variable schedules, sick time, personal time, bereavement leave, vacation leave, overtime, and timecards.

II. Standards

- A.** Any full-time employee or the Authority may request a variable schedule within the following parameters:
1. An employee can work no more than 40 hours or less than 35 hours in any given week, not to exceed seventy-five (75) hours in a pay period.
 2. An employee cannot be scheduled to work more than ten (10) hours, plus one (1) hour of unpaid time spent for meals in anyone (1) day.
 3. An employee may request to modify their usual schedule to only use a ½ hour lunch break. The Authority will attempt to accommodate this as long as program coverage needs can be met.

4. No employee can start earlier than one (1) hour before program hours, unless approved by their supervisor. Mobile Crisis Unit is an exception due to its 24-7 schedule.
 5. No employee can work later than 9:00 p.m., unless on call or handling a crisis situation, or as approved by their supervisor. Mobile Crisis Unit is an exception due to its 24-7 schedule.
 6. Variable schedules shall be adjusted to ensure staff attendance at mandatory trainings and meetings.
 7. An approved variable schedule may be changed to meet reasonable administrative and/or program needs and/or needs of persons served and/or a crisis situation regarding a person served with prior approval from the Supervisor.
 8. A variable schedule must be pre-approved for any employee not working 8:30 a.m. to 5:00 p.m. on any given day or pay period, unless they already have different “typical working hours,” such as a regular part time facilities technician.
 9. All variable schedules must be approved in advance, by completing form [#0804 Variable Work Schedule](#), which is found in ADP in the Forms Index.
 10. The approved variable schedule must be modified/reviewed when conditions or changes to the schedule warrant, or when substantiated complaints have been received about the employee/variable schedule. The employee’s personnel file must contain the current variable schedule documentation. Variable schedules will be reviewed no less than annually, but more often if needed.
- B.** The Authority shall have exclusive authority to approve or deny an employee request.
- C.** Supervisors shall adjust both the program and/or staff schedule(s) as necessary to ensure availability and access to effective services for the individuals we serve. Variable schedules should only be approved upon ensuring that the request does not interfere with program needs, ability to manage caseloads or cause a disruption of services .for Changes to an employee’s variable schedule, as requested by SCCCMH must be agreed upon by the employee; however, management does set working hours and employee schedules based on a variety of factors. A previously approved variable schedule can be retracted at any time and does not require cause to do so.
- D.** Employee requested variable schedules may not be approved if the employee is currently involved in an active disciplinary process/plan of correction or has other performance issues.

- E. The Authority shall determine the need for overtime. Overtime shall be distributed according to the ability of the employee to perform the function required and as equally among qualified staff as circumstances allow,
- F. It is assumed by the Authority that Supervisors will review and monitor staff overtime requests on a regular basis. When an employee consistently requests overtime, it is the supervisor's responsibility to review the employee's workload, assist in prioritizing tasks and/or helping staff identify efficiencies or processes that aren't being utilized to aid in their success during normal working hours. If there is no resultant change identified by the Supervisor within four (4) pay periods, a secondary review will be conducted by the Director overseeing the department/program.
- G. If an employee is on any kind of approved variable schedule, they are not eligible for overtime until 40 hours have been worked in week one, and/or 75 hours have been worked in the pay period, unless previously approved for time off.
- H. Regular full time Employees who work on a holiday, regardless of a variable schedule, (daily, weekly or bi-weekly) shall receive overtime at the rate of time and one-half (1 ½) the base wage for each hour worked, an hour-for-hour vacation credit, and will record the 7.5 hours of holiday pay on their timecard in ADP. The days that qualify as *holidays* are those days which the agency was closed in observance of any particular holiday and the actual holiday when an employee is required to work on that holiday.
- I. Overtime will only be approved for use in emergencies or based on the needs of the Agency and/or the needs of individuals served. Examples include, but may not be limited to:
 - 1. After-hour *crisis response* with a person we serve/family.
 - 2. Emergency assessment and/or I-Team Meeting.
 - 3. Grant/Project that has funding implication and/or are tied to a timeline
 - 4. Emergencies impacting an agency facility, information & technology (IT) and/or software issues that have a negative impact on the agency's ability to conduct regular business.
 - 5. Supervisor assigned special or unplanned projects, time sensitive tasks such as billing that could have funding implications and/or quality of care concerns.
 - 6. The employee is responsible for including overtime on their timesheet accurately and must choose to either bank their overtime or be paid for their overtime.
- J. Overtime will not be approved for:
 - 1. Paperwork (professional, clerical), unless emergencies are related to funding, billing, or quality of care issues.

2. Arriving to work early or staying late for non-emergency purposes and recording unapproved hours.
 3. Routine evening meetings.
 4. Conferences, including travel to and from, which exceeds 7.5 hours a day, unless on a *fixed schedule* or unable to flex.
- K.** Regular part-time employees who work less than 40 hours per week are not entitled to overtime until they exceed 40 hours in the same week. For example, a part-time employee who is regularly scheduled to work three (3) days per week, and is asked to work a fourth day, per mutual consent, is not entitled to overtime on that fourth day, unless they exceed 40 hours in the week's schedule.
- L.** Each employee working six (6) or more consecutive hours shall be entitled to, program needs permitting, break time equaling up to fifteen (15) minutes in the first half of the day and up to fifteen (15) minutes in the second half of the day. Break time may not be combined with other unpaid time. (e.g. before or after lunch, before regular start time or at the end of employees scheduled hours for the day)
- Employees who work less than six (6) hours shall be entitled to break time equaling up to fifteen (15) minutes at the approximate midpoint of their regular workday.
- Break time includes any time spent in non-work activities. By way of example, this includes restroom breaks, personal calls and conversations, smoking breaks, trips to obtain beverages, food, etc.
- Each employee working six (6) or more hours shall be entitled to an unpaid lunch break of up to one (1) hour each day.
- M.** Employees may utilize personal time up to 30 hours in minimum increments of .25 hours (15 minutes), not to exceed the employee's regularly scheduled workday. For each calendar year, regular full-time employees who reach two hundred twenty-five (225) hours of accrued sick time and regular part-time employees who reach one hundred fifty (150) hours of accrued sick time will be allowed to use an additional seven and one-half (7.5) hours as personal time, chargeable to the sick time bank. For each calendar year, the maximum personal time used cannot exceed forty-five (45) hours. If the employee again reaches the maximum amount of sick time, the employee may use a second day as personal time, chargeable to the sick bank. See Union Contracts.
- N.** An employee shall be eligible to use sick time upon accrual that will begin calculating upon hire, as applicable, for personal illness (physical or mental), illness of a dependent child (including a foster child), or serious and/or critical illness to their spouse, domestic partner, parent, child, or adult who lives in the employee's home for whom the employee is legal guardian. The employee may be required to provide

proof of illness of spouse, parent, child, or adult living in home from health care professional. See Union Contracts.

- O.** A regular part-time employee automatically receives their sick hours each pay period based upon the total number of hours worked in the current pay period. No employee will receive more than 3.4615 sick hours in a pay period.
- P.** The cap for regular full-time employees for sick hours is 225 hours, and for regular full-time employees part-time the cap is 150 hours.
- Q.** The Authority shall have exclusive authority to waive the maximum limit for accumulated Vacation Days, a reasonable period, not to exceed six (6) months in the event an employee is denied by the supervisor from scheduling vacation time. In the event the employee fails to schedule vacation usage that would bring them back into compliance during the variance period, the days over the maximum will be forfeited. See form [#0813 Vacation Cap Variance Request](#) in Forms Index.
- R.** Full time employees shall receive five (5) days of vacation upon successful completion of probation. Full time employees who have satisfactorily completed their probationary period shall be entitled to an additional five (5) days of vacation time. Applicable vacation accrual upon one year anniversary of employment will be awarded in accordance with original offer of employment letter.
- S.** Regular part time employees' vacation accrual is calculated on an annual basis. See Union Contracts.
- T.** Any regular employee who has exhausted their sick time bank (not on an approved Leave of Absence) and requires an additional sick day(s) shall be required to do the following:

 - 1. Access vacation or comp time accrual bank(s) as a first option.
 - 2. Should #1 not be an option, then the employee will:
 - a. Be subject to discipline upon their return to work.
 - b. Be required to submit a Health Care Professional's note specifying the nature of the illness and the employee's unavailability to work to the Supervisor upon the first day of return to work. Failure to submit the HCP note will subject the employee to additional progressive discipline.
 - c. Be responsible to reimburse the Authority for the Fringe Costs (benefits) for any day off in which there is no accrued bank to draw. If the leave is an approved FMLA, health premiums are covered.
- U.** An employee shall be eligible to use sick time upon accrual that will begin calculating upon hire. See union contracts for eligible uses/events. If a new employee needs a sick day and the employee does not have sufficient comp time in their accrual bank, and their weekly work schedule cannot be adjusted to accommodate the requested

day off (i.e., adjusted variable schedule); then Clause 2.b. above shall be in effect. For probationary employees only, the Authority will cover the Fringe Package costs for the required day(s) off; and the employee will not be subject to discipline, unless they do not comply with clause 2.b. above.

- V. All employees must use ADP Workforce Now Employee Self Service to complete their timecard. In the event employees do not have access to a computer, they may use ADP Mobile Solutions, or their supervisor may enter the hours on their behalf.
- W. All employees MUST approve their timecard, and by doing so affirms attendance and accuracy. Their approval also allows for the deduction of fringe benefit costs for a full-time employee who has less than 75 paid hours within a pay period, unless on an approved FMLA or short-term disability.
- X. Employees working in a program where duties and responsibilities are required to be available during non-business hours, are considered as on-call, paid status during designated times. Staff must complete the “On Call Timesheet” and record actual time worked. Employees required to be available for on-call duty shall receive one (1) hour employee’s regular rate of pay for each five (5) hours they are in an on-call status. Employees shall have the option of choosing between regular pay or compensatory time. See Union Contract for additional details related to On-Call status.

III. Procedures, Definitions, and Other Resources

A. Procedures

Responsibilities

Position	Responsibilities
Employee	<ol style="list-style-type: none">1. Enter accurate time and department code into ADP timesheet.2. Monitor vacation and sick time hours.3. Complete variable work schedule form as applicable.4. Enter requests for vacation and sick hours in ADP.
Supervisor	<ol style="list-style-type: none">1. Review employee timesheets to check for accuracy, assess any identified over-time,2. Review and approve/deny requests for sick or vacation hours timely and monitor the use of time making sure there is enough to approve3. Review variable work schedule with employee for approval/denial.4. Address any concerns related to time and attendance.

Actions – Individual Employee Timecard

Action Number	Responsible Stakeholder	Details
1.0	Employee	<ol style="list-style-type: none"> 1. Complete, in ADP, each pay period, their timecard, indicating date, pay code, hours, and *department. See Standard Z for exceptions. *Select department from the drop down on the ADP timecard for hours that need to be allocated to something other than the employee's home department. 2. Enter EACH DAY the actual hours worked during the day. Also enters sick/vacation/ personal hours used and overtime earned or used.
2.0	Grant Employee	<ol style="list-style-type: none"> 3. Select department from drop-down on the ADP timecard for grant hours. Enters the actual grant related hours worked and any related training under each grant. Does not include holiday, sick or vacation time. <ol style="list-style-type: none"> a. Contact finance department if uncertain.
3.0	On-Call Employee	<ol style="list-style-type: none"> 4. Complete "On Call Timesheet" to confirm number of hours on call and actual hours worked.
4.0	Employee	<ol style="list-style-type: none"> 5. Ensure holiday hours auto-fills 7.5 hours for all regular full time employees' timecards. See Union Contract for list of observed holidays. 6. Chapter 3385 regular part-time employee's qualifying for holiday pay will enter five (5) hours in Hour's column and selects HOLIDAY in the Pay Code column for Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and New Year's Day. 7. Chapter 20 regular part-time employees shall be entitled to be paid on a pro-rated basis for the holidays outlined in Article 29 of the union contract. Specific calculation details can be found in Article 29, Section 1. 8. Regular full-time employee who is required to work on the holiday will email Finance Account Clerk with actual hours worked: <ol style="list-style-type: none"> a. 7.50 holiday hours will auto-fill on timecard. b. Employee is entitled to hour for hour vacation for holiday hours worked. <p>Example: Regular full-time employee must work two (2) hours to dispense medications on Christmas Day would add a row on the ADP timecard and enter the amount of actual hours worked. Employee is to e-mail</p>

Action Number	Responsible Stakeholder	Details
		<p>the Finance Account Clerk with actual hours worked so hour for hour vacation can be added to bank.</p> <p>9. Indicate zero hours for the holiday, if other than a regular full-time employee or regular part time employee entitled to Holiday pay per Union Contract, unless actually worked.</p> <p>NOTE: Supervisor's approval in ADP indicates accuracy of holiday hours.</p> <p>10. Receive holiday pay when on a variable schedule and is off the day before or after a holiday as long as employee is full time and has otherwise fulfilled their full time (75 hour) per pay obligation.</p> <p>11. Approve the timecard in ADP by the established day/time identified by finance/payroll staff for that pay period (generally 10:00 a.m. the Monday following the end of the pay period).</p>
5.0	Supervisor	<p>12. Review the entire timecard thoroughly for accuracy and ensures totals and number of hours are correct based on the variable schedule and leave time banks, prior to approving in ADP. Approval of supervisor in ADP indicates a time sheet is accurately completed.</p> <p>13. Ensure timecards are approved in ADP by the established day/time as identified by finance/payroll staff for that pay period, generally 2:00 p.m. the Monday following the end of the pay period or earlier when requested by finance/payroll due to holiday/scheduling changes.</p> <p>14. Ensure that arrangements have been made for a designee to approve timecards in ADP in their absence.</p>
6.0	Finance Grant Specialist/Designee	<p>15. Calculate grant hours reported on the ADP timecard and redistributes the associated costs to each grant program.</p>
7.0	Finance Account Clerk/Designee	<p>16. Reduce pay for those employees with insufficient hours to cover time used. Employee may not be contacted in these instances.</p>
8.0	Employee	<p>17. Inform Finance Account Clerk of any discrepancies noted in pay statement by their next working day in order to ensure a resolution.</p>
9.0	Supervisor	<p>18. Obtain approval from the Program Director/Designee to increase or decrease staff capacity of a regular part time employee.</p> <p>19. Notify the regular part time employee utilizing Change</p>

Action Number	Responsible Stakeholder	Details
		in Working Hours Memo when the employee's hours have been increased or decreased.
10.0	Employee	<p>20. Make necessary adjustments to timecards immediately if payroll has not received the timecard. For example, if an employee approved their timecard early for any reason and then had a non-anticipated change in hours after the timecard was electronically approved, they must amend their timecard.</p> <p>21. Contact Finance Account Clerk/ Designee immediately for instruction on how to proceed on pending payroll processing status if it is too late to make adjustments on own timecard.</p> <p>22. Print original timecard from ADP, makes the necessary adjustments and highlights changes. Obtains supervisor signature, which indicates approval of change. Submit to Finance Account Clerk/ Designee immediately.</p>

Actions – Overtime

Action Number	Responsible Stakeholder	Details
1.0	Supervisor	<p>1. Determine the need for overtime.</p> <p>2. Distribute overtime according to the ability of the employee to perform the function required and as equally among qualified employees as circumstances allow.</p> <p>3. Approve overtime only for emergency use and/or agency/recipient need.</p>
2.0	Program Director/Designee	<p>4. Monitor overtime usage.</p>
3.0	Employee	<p>5. Request prior approval of overtime to be incurred, for compensation, by completing form #0806 Overtime Documentation. NOTE: In the case of a crisis, complete Overtime Documentation Form the next working day, detailing the circumstances.</p>
4.0	Supervisor	<p>6. Approve Overtime Documentation Form and keep a copy for review by their supervisor or other authorized staff. Review requests for overtime on a regular basis.</p>

Actions – Sick, Personal, Vacation, Bereavement

Action Number	Responsible Stakeholder	Details
1.0	Employee	<ol style="list-style-type: none"> 1. Call into Program Supervisor/designee by 8:30 a.m. (or the start of your regularly scheduled start time), if unable to report to work due to illness. 2. For bereavement leave, submit request for sick, personal and/or vacation time in ADP as appropriate based on language found in the bereavement Article in the Union Contract.
2.0	Supervisor	<ol style="list-style-type: none"> 3. Approve or denies time off request in ADP Within forty-eight (48) hours. 4. Ensure approval is contingent upon meeting the operational needs of the program, but approval will not be unreasonably withheld. Note: Scheduling will be on a "first come, first served" basis. However, seniority will prevail when requests are similar/identical.
3.0	Employee	<ol style="list-style-type: none"> 5. Review ADP to reference and monitor time utilized and time remaining

Actions – Variable Time

Action Number	Responsible Stakeholder	Details
1.0	Employee	<ol style="list-style-type: none"> 1. Submit request in writing to supervisor utilizing form #0804 Variable Work Schedule.
2.0	Supervisor	<ol style="list-style-type: none"> 2. Consider program, customer, and agency needs/coverage and staff performance and accessibility. 3. Approve, modify or denies the variable schedule. 4. Send a copy of the approved variable schedule memo to the Human Resources Department email for personnel filing. 5. Monitor schedule on an ongoing basis to ensure program, and agency needs/ coverage is being met, and staff is performing adequately and is accessible to provide services or job duties as assigned.
3.0	Employee	<ol style="list-style-type: none"> 6. Resubmit updated Variable Work Schedule at the end of agreement expiration as agreed upon between the Supervisor and staff, however, not less than annually.
4.0	Supervisor	<ol style="list-style-type: none"> 7. Review re-submitted variable schedule, approve for continuation, or deny. Send a copy to Human Resources email for personnel filing.

Action Number	Responsible Stakeholder	Details
5.0	Employee	8. Schedule meeting with supervisor if outcome is unsatisfactory.
6.0	Supervisor & Employee	9. Understand if at the time of expiration of the agreement a request is not resubmitted, the employee reverts back to normal business hours. 10. Understand variable schedule may be altered or discontinued at the discretion of the Executive Leadership Team.

Actions – Vacation Accruals/Variance Requests

Action Number	Responsible Stakeholder	Details
1.0	Employee	1. Submit form #0813 Vacation Cap Variance Request to Supervisor. The Authority shall have exclusive authority to waive the maximum limit for a reasonable period of time not to exceed six (6) months in the event an employee is unable to take vacation time. Must be submitted at least one (1) pay period before anniversary.
2.0	Supervisor	2. Review, recommend approval, or deny. Provide explanation if denied. Submit to appropriate Program Director.
3.0	Program Director	3. Review, recommend approval, or deny the request. Provide explanation if denied. Submit to Chief Operating Officer. Forward to Secretary for dissemination.
4.0	Secretary	4. Copy and route as indicated on the form.

A. Related Policies

N/A

B. Definitions

1. *Bereavement Leave*: See Union Contracts.
2. *Call Back*: An authorized request of an employee to leave their home to provide services of a crisis/emergency nature at the usual work site or some other location at an unscheduled time (i.e., after-hours site visit with an individual we serve as required by Supervisor).
3. *Crisis Response*: After-hour crisis response with an individual we serve/family.
4. *Employment Status*: The status of employment in regard to whether the employee is a regular full-time, regular part-time, temporary full-time or

temporary part-time.

5. *Fixed Schedule*: A pre-determined schedule approved for specific working hours in a week. For example: 7:30 a.m. to 4:00 p.m. each day; or some pre-established variation of hours which total 37.5 hours in a week for a full-time employee. This schedule shall be consistent each week and will not vary. The fixed schedule shall not exceed 37.5 hours per week. Employees will be entitled to overtime after 37.5 hours per week. Overtime will require the Supervisor's prior written approval.
6. *Holidays*: See Union Contracts.
7. *Overtime*: See Union Contracts. Must be approved by Supervisor in advance.
8. *Overtime/Compensatory Bank*: The bank may not exceed 50 hours; Overtime hours which exceed 50 hours will automatically be paid per union contract, Article 30, Section 6.
9. *Overtime Credited/Debited*: The hour unit which will be credited or debited to/from the overtime/compensatory bank. The smallest unit is a quarter of an hour. Time being converted to credit to the overtime bank will be rounded up to the nearest quarter unit. For example: 1.25 hours x 1.5 = 1.88 hours, which will be rounded to 2.0 hours for the overtime/compensatory bank.
10. *Personal Days*: See Union Contracts.
11. *Sick Days*: See Union Contracts.
12. *Typical Working Hours*: The typical working hours shall be thirty-seven and one-half (37 ½) hours per week. See Union Contracts.
 - a. If an individual we serve has needs which necessitate a change in the program's hours or an employee's usually scheduled hours, both parties will attempt to develop a mutually agreed upon alternative schedule.
 - b. An employee may, for personal reasons, request a change in their usually scheduled hours: both parties will attempt to develop a mutually agreed upon alternative schedule.
 - c. Should the schedule modification not be mutually agreed upon, then both parties recognize the Authority's right to adjust staff and/or Program schedules to meet reasonable needs of persons we serve
13. *Vacation Days*: See Union Contracts.
14. *Variable Schedule*: A schedule of working hours other than typical working hours of 8:30 a.m. to 5:00 p.m. The week's total cannot exceed 40 hours or be less than 35 hours. A Variable Schedule employee shall make every attempt to adjust excess hours worked so as not to work over 40 hours in any given week or 75 hours in a pay period. The variable schedule may vary on a weekly basis

C. Forms

[#0804 Variable Work Schedule](#)

[#0806 Overtime Documentation](#)

[#0813 Vacation Cap Variance Request](#)

D. Other Resources (i.e., training, secondary contact information, exhibits, etc.)

N/A

E. References

N/A

IV. History

- Initial Approval Date: 04/1996
- Last Revision Date: 02/2025 BY: Kim Prowse
- Last Reviewed Date:
- Non-Substantive Revisions: N/A
- Key Words: Work Schedules, Leavetime, Time Off, Overtime, On-Call, , Time Sheets, Variable Work Schedule, Bereavement, Vacation, Sick, Personal, Accrual