



AUHR 8.01 HOURS OF WORK AND SCHEDULES

Hours of Work

The Auditor's Office maintains the right to alter an employee's workday or workweek and to require an employee to work overtime or on a weekend or holiday. The normal business hours for transacting Auditor's Office business are from 8 a.m. to 5 p.m. Mondays through Fridays, inclusive. The working time of employees shall normally be 40 hours during each workweek. The City Auditor may establish not less than 36 hours in a week as the workweek for any full-time employees in the Auditor's Office. City Hall and other offices shall be closed all day Saturday and Sunday.

Except for employees on a nine/eighty workweek schedule, a "workweek" is defined as any combination of four (4) or five (5) workdays assigned to an employee for work within a period of seven (7) consecutive days. Employees are not entitled to three (3) consecutive days off but may be on a work schedule that provides three (3) consecutive days off. For FLSA covered employees with a nine/eighty workweek schedule, the workweek shall begin and end at the midpoint of an eight (8) hour day.

Days Off

Days off for employees working a 40-hour workweek normally will be Saturday and Sunday. The City Auditor may authorize other days off where necessary for efficient operation of the office.

Generally, all employees are entitled to 2 consecutive days off in each workweek. When an FLSA covered employee is assigned nonconsecutive days off, the time worked on the last scheduled day of the employee's workweek shall be compensated at time and one-half. Example: If an employee is assigned Sunday and Thursday as days off, all time worked on Saturday is paid at time and one-half. This provision does not apply when an employee agrees to a work schedule that does not contain 2 consecutive days off.

Variable Work Week Schedules Defined

Compressed Work Week schedules allow full-time workers to work all their hours in fewer than five days per week. Common examples of this are:

- Four 10 hour days with one day off during the workweek
- Four 9 hour days and one 4 hour day, allowing for one afternoon off

- Nine/earthly – employees work 80 hours in nine days with one additional day off every other week

Daily Flextime Schedules. A flexible schedule splits the workday into two types of time: core time and flexile time. During core hours, set by each division, the employee must be at work. With supervisory approval during the flexible time, the employee has the option of selecting and varying starting and quitting time within limits set by management. Example: Core hours are designated as those from 9:00- 4:00p.m. while flexible hours are those from 7:00 - 9:00 a.m. and from 4:00 p.m. to 6:00 p.m. The employee is expected to work the daily hours designated under their approved schedule.

Weekly Flextime Schedules. Employees have daily core and flextime, but the flextime can be used within the workweek as well. Example: Employee works 10 hours on Monday and then works 7 hours on Wednesday and Thursday.

All flextime must occur in the same workweek for FLSA covered employees due to the payment for overtime requirements.

Use of Variable Work Schedules

Auditor's Office division managers may choose to allow variable work schedules at their discretion. In some divisions, work schedules and the need for team coordination may render variable work schedules impractical. Occasions may arise when variable schedules must be suspended because of workload, operational needs, vacations or other reasons. When this occurs, supervisors should give employees as much advance notice as possible. The use of any variable work schedule must be authorized by the division manager in consultation with the City Auditor prior to its use by an individual employee. Management Services must verify that the requested schedule exists in the timekeeping system or cause the new schedule to be programmed, if it does not exist.

Authorization of a variable work schedule may be revoked at any time at the division manager's discretion.

Approval for Variable Schedules

Approval must be obtained from the division manager for any variable schedule, including flextime.

How Flextime Differs from Compensatory Time

Compensatory time off is one way to compensate a Fair Labor Standards Act (FLSA) covered employee who works more than 40 hours in a workweek and is entitled to overtime. Flextime is a scheduling tool to enable managers to meet operational needs but also allow employees more flexibility in scheduling.

Flextime within the workweek is acceptable for non-exempt employees. Flextime cannot be accumulated or added to vacation or management accruals.

Meal and Rest Periods

Full time FLSA covered employees, even if on a variable schedule, are required to take an unpaid lunch break of at least 30-minutes. The meal period may be scheduled within the normal work hours to meet the needs of the employee and working unit, but may not be used to shorten the workday except on an occasional basis and with prior approval of the supervisor or division manager. A meal period is a span of at least 30 consecutive minutes during which an employee is completely relieved of duty. A meal period is not counted as hours worked.

FLSA covered employees are entitled to two 15-minute rest periods, one before the meal period and one after, that are counted in hours worked. FLSA covered employees are entitled to an additional 15-minute rest period for every substantial portion of four hours they work beyond their regular schedule.

Rest Period to Express Milk

Reasonable rest periods of no less than 30 minutes shall be provided to those employees (FLSA covered or exempt) who have a child 18 months or younger for the purpose of expressing milk. Whenever possible the 30-minute rest period should coincide with the employee's regular rest period. If the rest period to express milk does coincide with the employee's regular rest period, for FLSA covered employees, 15 minutes of each 30 minute rest period for expressing milk is paid. If the rest period for expressing milk does not coincide with the employee's regular rest break, the entire rest period for expressing milk is unpaid. With prior approval of their supervisor or division manager, employees may be allowed to work before or after their regular work shift to make up the amount of time used during the unpaid portion of the rest break.

The employee must be provided a private location, in close proximity to her work area, to express milk. The employee must be able to express milk concealed from view and without intrusion by other employees. A public restroom or toilet stall is not an acceptable location.

An employee who intends to express milk during work hours must provide her supervisor with reasonable oral or written notice of her intention to allow sufficient time to make the necessary preparations to comply with this rule.

Certain types of work may make it an undue hardship on division operations to allow an employee to express milk during work hours. If a manager or supervisor believes there is an undue hardship that would preclude such rest periods, they should consult with Management Services

Attendance at Training Sessions, Workshops and Meetings

Required or paid attendance at work-related training sessions, workshops and other meetings, whether before, during or after the employee's regular work schedule, is work time. Generally, voluntary attendance at training sessions, workshops and other meetings is not work time.

Travel Time

Whether travel time is considered as hours worked depends on circumstances and must be determined on a case by case basis. See the [Administrative Rules on Travel and Teleworking](#) for more information.

Inclement Weather

See [Administrative Rule on Inclement Weather](#).

Rescheduling of Work Days

See [Administrative Rule on Hours of Work and Overtime: FLSA Covered Employees](#).

Attendance

Employees are expected to report to work at their scheduled starting times on each scheduled workday and to follow all Auditor's Office and division work rules concerning attendance.

Human Resources Rule Information and History

Questions about this administrative rule may be directed to the [Management Services Division](#) of the Auditor's Office.

Adopted by the City Auditor December 11, 2017.

Adapted from City of Portland Human Resources Administrative Rule 8.01 Hours of Work and Schedules.

Adopted by Council March 6, 2002, Ordinance No. 176302.

Last revised November 4, 2011.