

Section 212.222 Work Schedule and Attendance
EMERGENCY

- a) The Executive Director shall establish and maintain on file in the Office of Administrative Services a schedule of working hours for the Office.
- b) The Office of Administrative Services shall maintain daily attendance records for all employees.
- c) An employee shall, whenever possible, provide advance notice of absence from work. For those positions specified in the Pay Plan, any time away from scheduled work hours that is not specifically authorized by a Director or his designee in writing shall constitute cause for a deduction from pay. Absence of an employee for five consecutive workdays without reporting to the appropriate Director may be cause for discharge.
- d) Employees who do not have earned time off credited to their name, yet are absent from work, shall be marked as unexcused and their pay shall be adjusted to reflect the absence. More than three unexcused absences annually could result in disciplinary action, up to and including discharge.
- e) Emergency Shut-Down: The Executive Director shall declare an emergency shut-down of the Office when there occurs a disruption of the work at the worksite caused by a condition beyond the control of the Office, such as equipment failure, terrorist attack, fire, flood, snow, tornado or other natural disaster, or interruption of services such as water or electricity. The Executive Director may require certain employees to work during this period to maintain essential services, to help restore services or for other necessary purposes.
- f) It shall be the responsibility of the Executive Director or his designee to notify affected employees of the emergency shut-down. Time in non-work status is with pay. Those employees on approved sick leave or vacation at the time of emergency shut-down shall be reimbursed for those days previously approved.