



WEBER COUNTY ANIMAL SERVICES

POLICY AND PROCEDURES

WORK SCHEDULE

EFFECTIVE DATE: 02/01/2011
STANDARD NUMBER: N/A

REVIEW DATE: 03/10/2011
APPROVED: Signature on file
Sheriff Signature

1. Purpose

To ensure the required number of staff is available at all times.

2. Rationale

Minimum staffing requirements are necessary to ensure safety of shelter staff, provide and maintain a clean working environment, and to provide adequate customer service to citizens at all times.

4. Policy

A. Starting time

1. All employees have a work schedule that includes a starting time and ending time.
2. This schedule should be adhered to at all times unless circumstances arise that do not allow for it.
3. When an employee finds it necessary to call in sick, they should first contact the facility director by phone. If the director is not available a phone message should be left at the shelter.
 - i. This message should be delivered early enough to allow for any necessary changes in staff to be facilitated and minimize the inconvenience to other staff members.

B. Lunches

1. Since the shelter is required to be staffed and functioning between 8 a.m. and 5 p.m. lunches have to be staggered.
2. Lunches will begin at 11 a.m.
3. Anyone wishing to take an earlier lunch will be allowed to do so as long as it is prearranged.
4. Anyone wishing to take a specific time during the lunch period is required to advise whoever is setting the lunch schedule so they can try to accommodate the request.
5. If you begin your shift late, you cannot shorten your lunch to make up for being late without approval from the shelter director.

6. According to the county merit system an employee cannot go without lunch to shorten their work day. If cleared beforehand with the shelter director, this will be allowed when you have an important family function or doctor's appointment, and must take place on the day of the scheduled activity.

C. Breaks

1. Animal Services will allow an employee to take two 15 minute breaks, one in the morning and one in the afternoon. Breaks can be allowed more than twice a day when heavy or strenuous work is being performed. This will help prevent injury.

D. Emergency Situations

1. Animal Services operations are similar to Law Enforcement where meals are sometimes interrupted.
2. Whenever an Animal Control Officer is needed to assist on a call, and it is during their lunch or break time, the officer will be called off their lunch. The officer can choose either to complete the remainder of this lunch after the call or leave early that day with the shelter director's approval.
3. Animal Services staff may occasionally be needed during their lunch or break time. Should that person choose they may either extend their lunch hour or choose to leave early with the shelter director's consent.