



#### **1-4 POLICY ON HOURS ON DUTY**

It is the policy of the SYCAMORE PARK DISTRICT to arrange employee work schedules as necessary to accommodate the requirements of SYCAMORE PARK DISTRICT's operations and the needs of SYCAMORE PARK DISTRICT's users. Therefore, it is the normal practice of SYCAMORE PARK DISTRICT to have staff available as necessary and appropriate from Monday through Sunday.

Work schedules are established by the Supervisor based on the needs of SYCAMORE PARK DISTRICT. The number of working hours that will be scheduled is subject to the financial and staffing requirements of SYCAMORE PARK DISTRICT and employees are not guaranteed any specific number of hours per day or week. At SYCAMORE PARK DISTRICT's discretion employee work schedules can be changed.

Full-time personnel are required to work a schedule that fulfills the objective of SYCAMORE PARK DISTRICT and job duty in which they are assigned. Due to the nature of their jobs, it may be necessary to work more than forty (40) hours per week. It is understood that this additional time may be after regular business hours during the weekday, as well as on weekends and holidays. As a result of this arrangement, full-time personnel may, on occasion, deviate from the regular office hours, if approved, in advance, by the Executive Director or Supervisor.

All personnel must keep a record of hours worked. All employees must maintain SYCAMORE PARK DISTRICT standard form timecards or time sheets and submit them to their supervisor five days before payroll dates.

Adopted on:

Revised on: October 2016

4819-7774-0345, v. 1