



Draft

Information Technology Department

Best Practice

Attendance and Notification

Updated 11/03/08

Purpose:

The purpose of this best practice is to provide Information Technology (IT) Departmental Full-Time Onsite (FTO) staff expectations for attendance and notification.

Practice:

The IT Department is staffed from 7am-5pm. Non-exempt FTO staff are expected to work 8 hours a day for a total of 40 hours a week.

FTO staff are expected to follow policies and practices defined by their respective employer and contract with the City. As professional staff they are expected to perform their duties independent of compensatory or overtime definition.

Staff which have offices with departments should request a notification contact, department liaison, and notification procedure with the department to coordinate vacation and sick times – in addition to their direct supervisor.

Vacation Time

Staff should have vacation time and any required backup approved by their supervisor and Department Liaison.

Sick Time

Staff who are ill or become ill should notify their supervisor and Department Liaison following the departmental notification procedure.

Teleworking:

With the Director's permission staff may work remotely. Staff who telecommute must have a focused need to do so and demonstrate effectiveness in meeting their performance goals while doing so. Staff who telecommute will notify the IT Secretary of their anticipated absence and post when they telecommute on their Outlook calendar allowing read access to the IT Secretary.