
County Work Hours and Scheduling

Authorized Work Weeks and Work Hours

The authorized workweek for regular full-time employees is 37.5 hours per week, the authorized workweek for full-time law enforcement employees and dispatch personnel is 40 hours per week and the authorized workweek for fire/rescue field service and fire marshal employees is 42 hours per week. Authorized workweeks include (for eligible employees) paid County holidays and paid leave hours, but exclude meal breaks. Work hours will be scheduled so that services are provided as authorized, a sufficient number of employees are available during County business hours and sufficient supervisory personnel are present at work sites.

Supervisors should not regularly schedule work for employees in excess of the authorized work week although occasional overtime may be authorized as funded to meet service needs.

County Business Hours

County business hours for the purpose of providing administrative services are from 8:30 a.m. to 5:00 p.m., Monday through Friday.

The County Administrator may authorize public services hours outside of regular business hours in order to meet public needs. Protective services and emergency medical services will be provided on a twenty-four hour basis if mandated by State Code, regulations, or the Board of Supervisors.

Flexible Scheduling

The County supports flexible scheduling arrangements when they can be accommodated as long as sufficient staff is available to meet service needs. Flexible scheduling of work hours is arranged between an employee and supervisor with the Department Head's approval providing that:

- (1) employees continue to work their authorized number of hours during their normal pay workweek (Thursday through Wednesday);
- (2) each separate work period is structured below FLSA overtime levels; and
- (3) all of the department or program's business hours are covered adequately and the provision of services to the public is not adversely affected.

Meal Breaks and Other Breaks

Employees scheduled to work at least five consecutive hours, including an hour before and an hour after meal periods, must be provided time for a meal break without pay. Employees should coordinate meal breaks with their supervisors.

Breaks other than for meals, such as coffee breaks, are strictly a department concern.

On-call Compensation

On-call compensation is authorized by the County Administrator only if the service meets certain criteria. It is provided as compensation for serving in an off-duty on-call capacity to provide 24 hour service coverage. *For further information please refer to the Human Resources Handbook Sections 5.6.07.*

Working Overtime

Overtime Recall Pay

Non-exempt employees who are recalled to work after they have gone home are compensated with time and one-half for time worked on-site (not less than two hours). *Please refer to the Human Resources Handbook, Section 5.6.05. For further information.*

Overtime Service Pay

Exempt employees who are not eligible for overtime FLSA pay and are not designated senior staff who are authorized by the County Administrator to work beyond their authorized work day (in order to perform special duties or tasks, or in response to emergency situations), may be compensated with overtime service pay. *Please refer to the Human Resources Handbook, Section 5.6.05 (D). For further information.*

Overtime FLSA Pay

Non-exempt employees who are authorized overtime in excess of work periods are compensated with time and one-half according to FLSA regulations and County policy.

Holiday Pay

Regular full-time and part-time employees who are scheduled to work 20 or more hours per week are eligible for holiday pay. Part-time employees working 20 or more hours a week receive a pro-rated amount of holiday pay. Temporary employees are eligible for holiday pay if they are appointed to continuous full-time positions that are expected to last one year or longer.

Employee Advisory Committee (EAC)

Summary

The Employee Advisory Committee (EAC) was established by the County Administrator to serve as a communication exchange between county government and its employees.

Representatives attend monthly meetings on behalf of their respective departments and act as the communications liaison between employees and management. The EAC was created to provide a venue for employees to discuss issues directly affecting them and also as a communication link for managers to receive feedback from employees.

Highlights

Structure - The EAC operates according to approved by laws established in January 2003. The EAC committee is composed of four officers who make up the Executive Committee, and the selected representatives from each department. The EAC has four functioning committees: Personnel Policies and Benefits, Recreation and Social, Communications and Safety.

Scholarships - In recognition of outstanding achievements made by children of Loudoun County employees, the Loudoun County Employee Advisory Committee (EAC) has established a scholarship fund for students whose parents, step-parents, or legal guardians are permanent, full or part-time county government employees. At least one \$250 scholarship will be awarded to a graduating high school senior or entering college freshman, up to the age of twenty-two. The scholarships recognize individuals who have achieved academic excellence, who have made contributions to their community through volunteer service, and who are members in good standing with clubs, sports, and/or organizations to which they belong. The Loudoun County EAC Student Scholarships are funded each year through contributions from county employees and proceeds from employee social gatherings. Individual contributors to the scholarship fund will be recognized as additional sponsors of the scholarship program.

Programs - The EAC also works to provide programs and opportunities to all county government employees such as the Annual Employee Picnic, Building Socials, Holiday Raffle, Employee Discounts with vendors and amusements.

Importance

Your department EAC representative is charged with bringing your recommendations, suggestions and questions before the committee to be addressed monthly. Representatives will also relay information from the committee to their departments resulting in expedited sharing of information. EAC representatives are to be aware of all updates, changes and amendments to policy and to communicate that information to their respective department.

Intranet Location Portals → Employee Advisory Committee

Employee Bulletin Board

Summary

The Loudoun County Employee Bulletin Board was created in order to allow Loudoun County employees to communicate with other employees. The Employee Bulletin Board is most commonly used by employees to sell or buy items. It is also used to notify other users of upcoming community events. The Bulletin Board's search capabilities and tree view browsing make it very quick and easy for the user to find posts that are interesting to them. It is very simple to post items to the different categories. All Intranet users may post to the bulletin board and view others posts.

Highlights

- User friendly format allows employees to easily post items as well as respond to other posters
- Updated on a 'real time' basis and posts can be updated by posters as needed

County Resources

Webmaster can be contacted via the Bulletin Board website if problems are encountered.

Intranet Location Resources Quick Link → Bulletin Board

Employees as Volunteers

4.2.07

Summary

Loudoun County employees who are non-exempt from the provisions of the Fair Labor Standards Act (FLSA) must inform their Department Head prior to volunteering with any County agency, institution, department, commission, board, or program.

Highlights

- Employee volunteer activities should not create a conflict with paid duties.
- Employee volunteer activities should not be the same (similar or identical) type of services or work the individual performs as an employee of the County. (See Chapter 4.2.07 (B) regarding the exception for Fire and Rescue employees.)
- Employee volunteer activities must not be compensable hours under the FLSA.

Importance

Loudoun County requires non-exempt employees to inform their Department Heads of volunteer activities to ensure those activities do not conflict with provisions of the FLSA and do not create an actual or perceived conflict of interest.

County Resources

Human Resources is available to assist employees who have questions regarding this policy.

Intranet Location Human Resources Quick Link → Human Resources → HR Policy Handbook → Chapter 4 Work Activity

Inclement Weather

Responsibilities of Employees:

1. It is the responsibility of all employees to arrive at regular reporting times unless otherwise notified. Most of the time the County will function with a "business as usual" attitude during unusual weather. Employees should contact their supervisors when in doubt.
2. The County Administrator decides Liberal Leave status or closing by 6:00 a.m. and announces the status shortly thereafter. At a minimum, the following notifications occur:
 - Radio Stations - WAGE 1200 AM, WTRI 1370 AM and WINC 92.5 FM;
 - TV Stations - Channels 4, 5, 7 and 9 (all out of Washington, D.C.)
 - Group voice mail message sent to all Department Heads; and
 - Recorded message on the Severe Weather Staffing Information Line at 703-771-5678.

If the closing affects departments that provide services on the weekend, the radio and television stations will not be contacted. However, the County Administrator will send the group voice mail message to Department Heads and record the message at 703-771-5678 by 6:00 a.m.

3. Employees experiencing a delay in getting to work must notify their supervisors as soon as possible.
4. Employees on shift work are not to delay their arrival time to work unless directed by their supervisors or Department Heads.
5. If County offices are open and all employees are expected to be at work, any absences are to be recorded under normal leave procedures.

Accounting for and Recording of Work for Severe Weather Conditions

1. If liberal leave status is declared for severe weather conditions, employees who do not report to work must use their own leave - annual, personal or exchange time leave (not sick leave) - to account for the absence.
2. Employees on the designated emergency workforce crews will be compensated for hours worked or be credited with exchange time leave for work performed on liberal leave days. Overtime can be paid at straight time or time and one half depending on the total hours physically worked during the workweek/period. Hours worked are recorded on the leave record (time sheet). Under no circumstance may the amount of time recorded exceed the number of hours the emergency plans were in effect.
3. If the County is closed for business due to severe weather conditions, only employees on the designated emergency workforce crews must report to work; all other employees do not report to work and do not have to use their own leave.

Outside Employment

3.6

Summary

Employees wishing to accept outside employment in addition to their regular Loudoun County employment must first receive the approval of his/her Department Head

Highlights

- Employees may not accept outside employment if the employment will conflict with the employee's ability to do his/her job in an effective and efficient manner.
- Before accepting outside employment, an employee must receive the approval of his/her Department Head.
- Only employees who hold regular full or part time positions or full time temporary positions are required to receive written approval from their department head before accepting outside employment.

Importance

Approval of outside employment in addition to regular County employment is important for several reasons. For example, approval ensures that the Department Head has determined there is no actual or perceived conflict of interest and that the outside employment will not conflict with the schedule and duties of the employee's regular County job.

County Resources

Human Resources is available to assist employees who have questions regarding this policy.

Intranet Location Human Resources Quick Link → Human Resources → HR Policy Handbook → Chapter 3 Employee Conduct

Political Activity

3.5

Summary

Employees have every right to vote as they chose, to express their opinion, and to join political organizations. County employees have the right to not be forced to take a political position as a condition of employment due to particular position duties.

Highlights

- Participation in political activities is permitted unless such activities take place during assigned working hours.
- Participation in political activities is permitted unless involvement adversely affects the employee's ability to do his/her job or adversely affects the employee's department.

Importance

Loudoun County is governed by a nine-member Board of Supervisors elected by the voters in the County. As such, Loudoun County encourages all residents to vote and to actively participate in the political process.

County Resources

Human Resources is available to assist employees who have questions regarding this policy.

Intranet Location Human Resources Quick Link → Human Resources → HR Policy Handbook → Chapter 3 Employee Conduct

Telework

Summary

Telework or telecommuting is an arrangement between an employee and the County which allows an employee to work at a remote location on a predefined and prearranged basis for an entire work day. Loudoun County supports telework as an alternative work arrangement. Participating in a telework arrangement requires that the employee and supervisor complete and submit the Telework Agreement to initiate this work option and that the employee attend special training sessions.

Highlights

- The Telework Agreement can be arranged for a full-time workweek or on a regularly scheduled part-time basis for at least one day per month. It can also be a temporary, situational agreement, e.g., for the duration of a special project or to mitigate disruptions during disaster or emergency situations.
- Many work situations lend themselves to telework and managers are encouraged to consider initiating such arrangements where appropriate.
- The County maintains the authority to determine when, and if, teleworking is appropriate and suitable. Teleworking is a privilege, not a benefit or employee entitlement

Importance

Telework, as a work alternative, offers many potential benefits to the employee, to Loudoun County and to the community. The goals of the Loudoun County telework program are to improve the quality of work/life, improve productivity, achieve savings in office space costs, reduce absenteeism, decrease turnover and increase job satisfaction. It is an effective program to provide greater flexibility and lower stress for employees, while helping the community meet the challenges of reducing air pollution and traffic congestion.

County Resources

The Telework Coordinator for Loudoun County is Linda Erickson. She is available to assist both employees and supervisors with questions, concerns, training or to collect feedback related to teleworking and establishing a telework arrangement. You can contact Linda Erickson at 703.737.8734.

Surplus Store

Summary

The Loudoun County Surplus Store sells excess government property. In addition to typical office items such as computers, desks, and chairs the store features unclaimed items confiscated by the Sheriff's Office, such as bicycles, sporting equipment, CDs and electronics.

Highlights

- Arrangements to view items at Surplus for County re-use can be made with Mike Fleming, Monday through Friday 9:00am to 4:30pm.
- In order to run a "fair" operation, no Surplus items can be held for personal use. All items must be purchased through the store. County employees must come during our public hours of operation if they wish to purchase an item from the Surplus Store. All sales are on a "first come, first serve basis."
- If you or your department no longer has a use for an item in your office, you may declare it Surplus. Surplus staff will ensure that the item will be removed from the asset system.

County Resources

Hours of Operation: The Store is open on the 1st, 2nd, and 3rd Friday of the month as well as the last Saturday of each month. The hours of operation are 8am to 4pm on all days that the store is open.

Location: 14 Cardinal Park Drive, Suite 106 in Leesburg.

Phone: 703-737-8355

Intranet Location [Intranet](#) → Surplus Store