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City of
FRESNO

Planning and Development Department

April 28, 2010

TO: ALL PLANNING AND DEVELOPMENT STAFF

FROM: JOHN M. DUGAN, AICP, Director
Planning and Development Department

SUBJECT: OFFICE RULES AND GUIDELINES

This memo is to establish and insure uniform standards for the working hours and other rules of the Planning and Development Department to best meet the needs of the general public and the efficiency of the Department.

Please take time to read and make sure you understand the following:

1. Please be punctual in reporting to work. It is the responsibility of all employees to be at their work station, ready to work at their scheduled start time. You will be considered tardy if you are not at your work station at your scheduled start time unless you have made other arrangements in advance with your supervisor. This also applies when returning from lunch or break or leaving prior to the end of your shift.

2. We are all responsible for devoting 40 hours weekly to the City business, unless other arrangements have been approved in advance by your Division Manager and the Director.

3. All employees will normally be allowed an unpaid minimum lunch period of thirty minutes or sixty-minutes as determined by the Department/Division beginning from the time you leave work to the time you go back to work. The only exceptions to this are those arrangements that have been authorized in advance by your Department Head or Supervisor.

4. All non-exempt employees shall be allowed rest periods not to exceed fifteen-minute duration during each four consecutive hours of work without loss of pay. Rest periods should be taken midway through the first half of the work schedule and midway though the second half of the work schedule. Rest periods cannot be combined with lunch breaks unless authorized in advance by your supervisor and cannot be taken at or near the start or end of the scheduled work day.

5. Leave requests are made by filling out a Leave of Absence form. Employees should provide notice 48 hours in advance of scheduled leave such as for planned vacations or doctors' appointments.

6. Regular attendance and punctuality are expected from all employees. In the event you are unable to complete your normal work day for any reason, fill out a Leave of Absence form and submit it to your Supervisor or Division Head for approval prior to the end of your normal work day. If you become ill or have an emergency before the start of the work day call as soon as possible, preferably within 15 minutes of the start of your work day. If when you call, you receive voice mail, leave a detailed message and call again later. Complete a Leave of Absence form upon returning to work and submit to your Supervisor or Division Head for approval.

7. The amount and length of personal calls are to be minimized and limited. Per Administrative Order 6-5 all employees are instructed to refrain from using City telephones for personal reasons, except under emergency conditions. Per Attachment"C", City Cellular Telephone/Smartphone/Pager Policy Acknowledgement City-owned cellular telephones will be used 100% for city business and are not for personal use.

8. Personal/non-job related conversations during work hours should be minimized and limited.

9. This memo supersedes any prior policies specific to the items listed in this memo.

These policies will be strictly enforced effective_____.

Please keep in mind that the intent of these rules and guidelines is to help and assist you during your time at work.

Development Department

OFFICE EMPLOYEE RULES

- An atmosphere of common courtesy and professional attitude shall always be maintained.
- Effective November 1, 2000, work hours for office employees are 8 a.m. to 5 p.m. The Director may grant exceptions for medical reasons. It is understood that occasional unforeseen delays will occur because of emergencies and travel problems.
- Lunch is one hour, excluding business meeting/presentation lunches.
- The amount and length of personal calls are to be minimized and limited. Personal calls are only allowed for immediate personal business and emergency needs. Personal calls longer than 3 minutes shall be handled during break and lunch times.
- Work station areas shall be clean, uncluttered, and organized.
- Profanity, inappropriate personal comments, and obscene gestures are prohibited.
- Personal/non-job related conversations during work hours shall be minimized and limited. Extended personal discussions about non-job related activities (such as, but not limited to, finances, entertainment, vacations, sports, etc.) are not permitted.
- When away from the Development Department office area more than 15 minutes, clerical shall be specifically notified of destination and return time.
- Personal conflicts must be addressed through management in closed rooms. Open personal condemnations, ridicule, or complaints against other people are prohibited

Nick Yovino, Director

10-2-2000