

Scheduling and Time Sheets

Policy

Leave Requests

- All staff members and interns are required to submit any requested time off using a *Leave Request* form. These requests must be submitted to the Coroner at least 1 month in advance.
 - The requestor will place the leave request form in the leave request folder outside the Coroner's Office.
 - The Coroner will review and sign the leave request either authorizing or denying the requested time off.
 - The Coroner will notify the staff member via email if the request has been accepted or denied.

Scheduling

- The Coroner and Medicolegal Death Investigator II staff will work together to devise a 2-month schedule for the office.
 - Any approved leave requests will be added to the schedule.
- The Coroner will email the final schedule to all Coroner staff and interns by the 15th of the month prior to the 2 month schedule ending.
- The schedule for the next 2 months will be posted on the wall at the Coroner's Office for reference.
- It is the responsibility of staff and interns to review the schedule and communicate any errors as soon as possible.
 - Last minute changes to the schedule will not be permitted unless it is an emergency situation, or the staff member is sick.
- Full-Time Medicolegal Death Investigators will be scheduled to work either (5) 8-hour shifts or (4) 10-hours shifts with coverage in the office 7 days per week, excluding county holidays.
 - Refer to Skagit County Human Resources Policy regarding Holiday pay.

County holidays

- County Holidays will be covered by an assigned investigator.
- Holidays will be rotated amongst the death investigator staff.
- The assigned investigator will be on-call from home and will not need to work in the office.
- The assigned investigator will be required to take a work lab top home in order to handle any office-related work that comes in.
- If the on-call investigator receives any phone calls or responds to a scene, the on-call investigator will be able to claim Holiday Premium Pay hours (code 701) for only the hours worked. In addition, the on-call investigator will claim \$30 duty pay.

Overtime

- To avoid overtime, flex time may be honored if hours exceed the 40-hour work week.
 - The medicolegal death investigator must contact the Coroner in advance for authorization to flex hours.
- Overtime must be approved by the Coroner beforehand.
 - For any claimed overtime hours, the staff member must provide additional information (such as case # and task) to support the requested hours.

Scheduling and Time Sheets Cont.

Duty Pay On-call hours

- In addition to the 40-hour work week schedule, all Medicolegal Death Investigators, including any on-call deputy coroners will be assigned to cover at least 1 night per week on-call.
 - The assigned on-call investigator will receive duty pay (\$15-\$30) for being on-call.
 - If the on-call investigator does not receive any phone calls or scene responses, then the on-call investigator can only claim half duty pay (\$15)
 - If the on-call investigator handles any phone calls or responds to a scene, the on-call investigator can claim full duty pay (\$30).

Time Sheets

- Time sheets are due on the 15th and the last day of each month. If the pay period ends on a weekend or prior to a holiday, then the time sheets will be due the Friday before the weekend or the day before the holiday.
- Time sheets are required to be completed and signed by each staff.
- Time sheets must be placed in the Coroner's box no later than 10am on the day pay roll is due, unless otherwise previously arranged.
- If the pay period ends after the time sheet is submitted and additional hours have been worked, these hours will need to be claimed on the next pay period time sheet.