

**SECTION 5: HOURS OF WORK**

**5-1. Purpose.**

It is the County's objective to promote the well-being of its employees in the workplace and to maintain high standards of professional conduct, work performance and service to the public. This policy sets forth uniform working conditions and standards for employee conduct.

**5-2. Applicability.**

This policy applies to County employees who are, directly or indirectly, subject to the management and direction of the County Administrator. Employees who serve under the direction and control of a Constitutional Officer are subject to the separate policies established by those officers, except as otherwise agreed in writing between the County and a Constitutional Officer.

**5-3. Hours of Work, Generally.**

5-3-1. *Standard work week.* The standard work week for employees is 40 hours, but the actual duty schedules for particular employees may vary. Hours of work, schedules and duty assignments of short duration may be altered with the authorization of the department head or his designee.

- 5-3.1.1. Law enforcement officers shall work shifts and hours designated by the Sheriff; however, for purposes of compliance with the overtime pay requirements of the FLSA, law enforcement officers will have a designated work period of 28 days (see Section 4, Compensation & Leave.
- 5-3.1.2. Flexible work scheduling may be considered on a temporary or occasional basis for an employee, in the discretion of a department head, so long as the standard hours in a workweek are not altered and so long as such arrangement will not unreasonably disrupt the operations of the department. Some examples include:
  - 5-3.1.2.1. Allowing an employee to arrive earlier in the morning and leave earlier in the afternoon;
  - 5-3.1.2.2. Allowing an employee to arrive later in the morning and leave later in the afternoon;
  - 5-3.1.2.3. Allowing an employee to work four 10-hour days;
  - 5-3.1.2.4. Allowing an employee to work four 9-hour days and one 4hour day;
  - 5-3.1.2.5. Allowing an employee to add time to a meal break and arrive earlier/leave later in the day.
  - 5-3.1.2.6. Other temporary or occasional flexible work schedules may include some combination of altered work start and stop times,

to allow employees to have medical appointments or take care of personal business during work hours without being charged leave.

5-3.1.2.7. If flexible work scheduling or compressed workweeks are instituted on an ongoing basis, the department head must obtain the approval of the County Administrator.

5-3-2. *Standard office hours.* County administrative offices shall be open to the public from 8:30 a.m. to 4:30 p.m., Monday through Friday.

5-3-3. *Breaks.* Employees are allowed up to two 15-minute rest breaks per day, which are normally included within the total required hours of work. These breaks may be used in conjunction with a 30-minute meal break, so long as the sum does not exceed 60 minutes per work day.

5-3-4. *Employee notifications of unscheduled leave.* If an employee is unable to report for work, or expects to be late, the employee must contact his supervisor as soon as possible but no later than the beginning of his or her scheduled shift, giving the reason for his absence or tardiness. Paid leave may or may not be approved. If an employee has difficulty reaching his supervisor, he should leave a message reporting his absence or tardiness, but continue to attempt to contact his supervisor—responsibility to notify a supervisor about an absence or tardiness always rests with the employee.

**5-4. Inclement Weather Schedules.**

5-4-1. *Liberal leave.* If inclement weather causes difficulty for an employee getting to or from work, and County offices are not closed by the County Administrator, a liberal leave policy will be in effect for non-essential employees. “Liberal leave” permits non-essential employees to use annual leave or compensatory leave (if available) to cover their absence should they not report to work, not report to work on time, or leave work early. Such absences, as is the case for all absences, require the approval of the employee’s supervisor. Essential employees are expected to report for duty during inclement weather, regardless of the County Administrator’s decision to close County offices.

5-4-2. *Office closings.* If the County Administrator closes County offices due to inclement weather, non-essential employees schedule to work will be treated as having worked a full, regular 8-hour workday, regardless of hours actually worked or not worked. Essential employees will be required to work whether or not County offices are closed, and will not be eligible for overtime pay or compensatory leave earnings due to County offices being closed. For any employees on scheduled leave, the day of closing will be treated as a normal workday and appropriate leave will be charged.

**5-5.    Holiday Schedules.**

- 5-5-1. All full-time salaried employees are entitled to a certain number of holidays per year. See section “Holiday Leave” in Chapter 4 of the County’s Personnel Regulations.
- 5-5-2. Essential services shall be maintained on County holidays by necessary forces as determined by each department head.
- 5-5-3. In order to be eligible for pay for any paid holiday, an employee must be in a paid status for all of the last regular working day preceding the holiday.
- 5-5-4. Whenever a holiday falls on a regularly scheduled workday for a shift worker, that employee shall be paid (straight-time) for the holiday or given another day in place of the holiday.
- 5-5-5. Whenever a holiday falls on a scheduled off-duty day for a shift worker, another day shall be given to the employee.
- 5-5-6. *Relation to FLSA overtime pay policies (see Section 3 of these Personnel Regulations).* Holiday leave is not considered as hours worked for purposes of calculating overtime.