

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

Policy No.: 6-2

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Hours of Work

OVERVIEW: This policy establishes the County's normal hours of business operations, the typical hours of work for the regular full-time work force, and alternative scheduling.

SCOPE: This policy applies to all employees of the Board of County Commissioners.

PROVISIONS:

1. **General Rule.** Due to the diversity of operations administered by the Board, each department director shall establish the normal hours of work. The standard workweek shall consist of a total of forty hours and depending on work requirements, the normal workweek may include weekend and/or evening work.
 - a. In general, administrative offices shall be open to the public from 8:30 a.m. until 5:00 p.m., Monday through Friday though specific office hours may vary based upon the function of each office.
2. **Flex Schedule.** The department director may authorize flex schedules for employees.
 - a. Flex hours must be pre-approved by the department director or designee.
 - b. Hourly employees must flex their work hours within the workweek.
 - c. Salaried employees must flex their work hours within the bi-weekly pay period.
 - i. Salaried employees' flex hours may not always be hour for hour for excess hours worked.
 - d. In no case may the total hours of work and/or approved leave for an employee be less than the hours normally scheduled for that employee.
 - e. Allowing an employee to flex work hours cannot result in increased operational costs.
3. **Telecommute.** The department director may authorize an employee to work at an alternate work location for all or part of the employee's workweek in accordance with the Telecommuting procedures in the Administrative Procedures manual. The Guide and all forms can be found in the Telecommuting procedures on the Administrative Procedures web page.
 - a. Prior to requesting a telecommuting assignment, the employee and supervisor must review the Telecommuting Guide to determine if the employee and the employees' assigned tasks are appropriate for a Telecommute assignment.

- b. b. The employee and supervisor must both enter into the Telecommuting Agreement by signing the Agreement.
 - c. c. The employee must complete and review the Telecommuting Program Checklist with a member of the Risk Management Office prior to beginning the Telecommute assignment.
4. **Meals and Breaks.** Lunch breaks and morning and afternoon paid breaks are neither required nor governed by the Fair Labor Standards Act (FLSA), therefore, are at the discretion of the employer. An employee must work all morning scheduled hours or be on approved leave in order to be eligible for a morning break, and must work all afternoon scheduled hours or be on approved leave in order to be eligible for an afternoon break.
- a. a. The Board does provide for morning and afternoon breaks and a lunch break in the manner described below for those employees who are assigned an eight and one half hour day.
 - i. One Hour Lunch – No Breaks: one half hour of the lunch break is unpaid and the other half hour is a combination of the two paid 15 minute breaks.
 - ii. One Half Hour Lunch – Breaks: If the employee takes a 15 minute break in the morning and a 15 minute break in the afternoon, then the employee is entitled to a half hour unpaid lunch break.
 - iii. No Lunch – Breaks: If the employee is hourly and authorized to work through the lunch break, the employee is entitled to one half hour of additional pay, as the employee has now worked the entire eight and one half hour day.
5. **Timesheets and Reporting of Hours Worked**
- a. Non-Exempt Employees. Non-exempt employees must complete a weekly timesheet detailing time work began, breaks/lunch periods taken, time work ended, leave taken, holidays worked or not worked and other appropriate information such as shift differential. Employee time sheets must accurately reflect actual hours/times worked.
 - i. Partial hours will be recorded in quarterly increments as follows:
 - 1. 00-07 minutes = 0 minutes
 - 2. 08-22 minutes = 15 minutes
 - 3. 23-37 minutes = 30 minutes
 - 4. 38-52 minutes = 45 minutes
 - 5. 53-60 minutes = 1 hour
 - b. Exempt Employees. Exempt employees must complete a bi-weekly timesheet detailing leave taken and holidays worked or not worked.
 - c. All overtime worked or compensatory time earned must be approved in advance by the supervisor.
 - d. Timesheets should be reviewed and approved by the supervisor the day the payroll information is due for processing, not before, unless the employee is on approved leave for the final days of the pay period.

6. **Staffing During a Declared Emergency**

In the event of a declared emergency, all employees may be temporarily reassigned to work in areas or departments of the County other than their permanent assigned work area and in some cases may be required to work hours in addition to, or outside of, their normal schedule.

County Manager

County Attorney