

PROCEDURE 303-1 - WORK SCHEDULES

A typical full-time work schedule is 40 hours per workweek. Departments/agencies/offices may alter employee work schedules as they deem appropriate for business operations including requiring employees to work beyond their normal work schedules. Supervisors should inform employees of any changes to the work schedule as early as practicable. Employees may not change work schedules without the prior approval of their supervisors.

Exempt Employees

Exempt employees are expected to work the hours necessary to complete the work. They are not entitled to overtime or compensatory time if they work more than 40 hours per week; nor is their pay docked when they work less than 40 hours per week except as follows:

- Disciplinary suspensions for violations of serious workplace safety rules.
- Unpaid disciplinary suspensions of one or more full days for infractions of written workplace rules applicable to all employees.
- Use of unpaid FMLA time.
- Use of personal leave of one or more full days when paid leave (e.g., vacation and sick leave) is exhausted.
- Unauthorized absence when use of leave has been denied.
- The employee performs no work during the workweek.
- The employee works less than a full week during the employee's first and last weeks of employment with the County.

Supervisors may, but are not required to, establish a work schedule for exempt employees, particularly if the position requires the employee to be at work during normal business hours.

Flextime and Compressed Schedules

At their discretion, departments/agencies/offices may allow employees to work flextime or compressed schedules. Flextime is a schedule that commits an employee to working a specified number of hours per workweek but offers flexibility in regard to the starting and ending times for each day. A compressed schedule allows an employee to work 40 hours per week in less than five days. Nonexempt employees who work more than 40 hours during a workweek are entitled to overtime or compensatory time off regardless of whether they work a typical, flexible, or compressed schedule. Exempt employees who are on a flexible or compressed schedule are expected to work the hours necessary to complete the duties regardless of their schedule.

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