

## **POLICY 303 - WORKWEEK AND WORK SCHEDULES**

It is the policy of Johnson County Government that the workweek shall begin at 12:00:00 a.m. on Sunday and end at 11:59:59 p.m. the following Saturday.

It is the policy of Johnson County Government that departments/agencies/offices will establish work schedules for their employees based on, among other things, public service needs, the efficient management of human resources, and applicable laws. Departments/agencies/offices may require overtime as they deem necessary to meet their objectives. Nonexempt employees may not work overtime without prior approval of their department/agency/office. Nonexempt employees will be compensated for all hours worked in excess of 40 hours per week with overtime pay or compensatory time off in accordance with state and federal laws and Human Resources Procedures implemented by the County Manager. Exempt employees will not receive overtime pay or compensatory time off.

*Effective 05.01.2021, Resolution No. 014-21*