

SECTION XII - WORK HOURS

- A. Normal Work Periods: A regular pay period is normally defined as semi-monthly with all employees being expected to work eight (8) hour days, forty (40) hours per week. Public safety employees may be subject to a different work period. Variations in the hours worked per week may occur, which shall be managed according to the overtime provisions of the Fair Labor Standards Act (FLSA).

- B. Attendance: An employee unable to report for duty on a work day shall notify the supervisor or department head/elected official within one half hour of the regularly scheduled starting time.

- C. Lunch Break: Non-paid lunch breaks are provided not longer than five hours after the beginning of the work day, for not less than thirty minutes or longer than one hour. This policy does not apply to public safety employees.

- D. Rest Periods: Two optional ten minute rest periods may be allowed at the approval of the supervisor to employees daily. One may be used in the middle of the first four hour block of the work day and one may be used in the middle of the second four hour block, the last half of the work day. No unused rest period may be used to shorten the work day.

- E. Unforeseen Work Interruptions: It is the policy of the county that on those days when there is an interruption of work for causes outside the control of the county, employees shall be compensated for the entire day of the occurrence, regardless of the time released from work. On the day immediately following the occurrence, employees shall be expected to report to work at their regularly scheduled start time, unless otherwise notified by the department head/elected official/supervisor. Such notification shall be initiated no later than one hour prior to the regular start time. Reasonable diligence to make contact is the responsibility of both the department head/elected official/supervisor and employee. If such notification is made, there will be no compensation for that work day. If no such contact is made, employees are to report to their regular work stations at their appointed time. The decision to terminate work shall be made by the individual department head/elected official on the day of the occurrence as well as the day following the occurrence. Extended work termination (beyond the day of occurrence), shall be determined by the Board of County Commissioners, and such decision will be communicated to each department head/elected official.

