

SECTION 10 WORK HOURS

- A. WORK PERIODS:** The work week shall be 40 hours. It shall begin Sunday at 12:00 a.m. and continue through Saturday at midnight. The work period for sworn law enforcement officers shall be 14 consecutive days.

- B. WORK SCHEDULES:** The work day for full-time employees shall be between eight and ten hours unless otherwise specifically provided by a department head. A department head may alter the permanent work schedules of individual employees to accommodate or meet the needs of that department by using a written schedule.

- C. OFFICE HOURS:** County administrative offices shall be open Monday through Friday from 8:00 a.m. to 5:00 p.m. excepting legal holidays. Exceptions must be approved by the county commission.

- D. REST PERIODS:** Two rest periods of no more than 15 minutes are authorized for each employee. A rest period shall be allowed during each half of an eight-hour or longer shift and shall be taken under the direction of either the supervisor or department head. Rest periods shall not be taken in conjunction with a lunch break or at the beginning or end of a work shift. They may not accumulate. They shall not be carried over to another day if not used.

- E. LUNCH PERIODS:** A one-hour lunch period shall be allowed for those employees who regularly work an eight-hour or longer shift.

- F. NOTIFICATION OF ABSENCE:** An employee unable to report for duty shall notify their supervisor of that fact not later than one hour after the beginning of the work day.

- G. DE MINIMUS WORKING TIME:** Up to ten minutes worked beyond the scheduled working hours shall be considered de minimus, i.e. minor or trivial, and shall be disregarded. De minimus time shall not accumulate.

- H. TIME INCREMENTS:** Working hours shall be recorded in 30-minute increments.