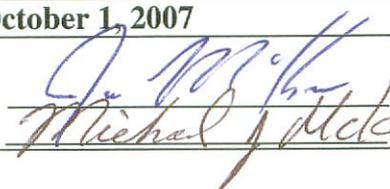
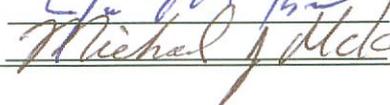


300
WORKING HOURS

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PURPOSE

Employees are expected to complete the assigned work within a normal work week. To that end, work hours, schedules, and assignments are to be made by Department Heads with as little use of overtime as possible.

SCOPE

This policy applies to all County employees except public safety employees, who are categorized under different guidelines by the Fair Labor Standards Act.

CROSS REFERENCES

Compensation, Policy 310
County Vehicle Operation, Policy 720
Fair Labor Standards Act (FLSA)

POLICY AND PROCEDURES

1. Working Hours
 - A. The normal work day for all County departments shall be Monday through Friday, 8:00 A.M. to 5:00 P.M., except approved holidays. Work hours, schedules, and assignments shall be established by Department Heads, with prior Commission approval, and may include evening and weekend work. Department Heads may establish flex-time schedules by selecting alternative starting and quitting times as long as their offices are staffed appropriately. Alternative schedules are subject to annual Commission review.
 - B. Breaks and lunches are to be scheduled by Department Heads. A Department Head may allow a ten (10) to fifteen (15) minute rest period during each four hours worked or as she/he feels necessary. Hourly employees must take a minimum of thirty uninterrupted minutes for lunch on days that they are scheduled to work a shift of eight (8) hours or more. Unused rest periods may not be used to shorten the work day unless approved by the Department Head on a pre-approved and sporadic basis.

2. Reporting Hours - Employees shall report hours worked in increments to the nearest quarter hour (15 minutes). Time for regular, authorized breaks is considered compensable time and paid by the County. Lunch is considered employee time and shall be reported as non-compensable time. Department Heads shall allow the employee to be free from any type of work during this time, including duties such as answering phones.
3. Overtime
 - A. Department Heads should adjust work hours to avoid requiring employees to work over 40 hours in a week or to accrue comp time; however, Department Heads may require an employee to work overtime when necessary. All overtime must have prior written authorization of the Department Head, except in exceptional circumstances. For the purposes of this policy, overtime is any amount of time worked over 40 hours in one week (with the exception of peace officers). Leave time taken or holidays shall not be considered in the computation of overtime hours. Premium payments shall be considered in the computation of overtime if they are due on a regularly scheduled basis.
 - B. The Department Head, in consultation with Human Resources and/or the County Commissioners, shall determine whether to pay overtime or to grant compensatory time, within the limits of the Fair Labor Standards Act.
 - C. An overtime category is established for each position as follows:
 1. FLSA Non-exempt: Positions for which overtime compensation is granted at the rate of time and one half.
 - a. Employees may accrue up to 160 hours of compensatory time on a schedule set by the Department Head. Accrual and use of compensatory time by the employee must have prior approval of Department Head. The Department Head and the employee shall arrange for use of compensatory time. All hours over the maximum shall be paid out to the employee.
 - b. Department Heads may require that an employee use compensatory time. Use of compensatory time must have the prior approval of the Department Head.
 - c. Any overtime worked in excess of the 160 hours compensatory time limit shall be paid at time and one half of the current rate of pay.
 - d. Compensatory time shall be exhausted prior to the use of any other accrued leave time.
 - e. Upon retirement or termination of employment, a non-exempt employee shall receive the hourly base pay at the time of termination for each accrued hour of compensatory time.

f. The County reserves the right to substitute compensatory time with wages at any time for any reason, regardless of the compensatory time maximum accrual level.

2. FLSA Exempt: Positions which are ineligible for overtime compensation.
4. On-Call - A Department Head may designate an employee to be on call, with advance notice, when the nature of the work requires that the employee be available during a period of off-duty time. Failure of an on-call employee to report to the work location may result in disciplinary action.
5. 8-Hour Break Rule. If an FLSA non-exempt employee does not have a consecutive 8 hour break between two shifts, the employee shall receive 1 ½ times the employee's hourly rate on the second shift. The hours on the second shift count towards the 40 hours to determine overtime for the rest of the pay period.