



# Unified Government Human Resources Guide

Effective 04-01-05

## HOURS OF OPERATION, THE WORKWEEK & MONTH

- I. General: The Unified Government's hours of operation for most departments are from 8:00 a.m. to 5:00 p.m., Monday through Friday. An employee's standard workweek shall consist of 40 hours. Departments may establish modified hours due to the type of services they provide.
- II. Policy
  - A. In the event of either a natural disaster or a civil emergency, the Unified Board of Commissioners and/or the Administrator has the authority to suspend this policy and to institute a longer or shorter workday.
  - B. Departments may adopt a policy of allowing alternative work schedules such as flextime or a compressed workweek. The use of alternative work schedules is subject to the approval of the department head upon consultation with Human Resources.
  - C. In general, Unified Government offices are open for business daily from 8:00 a.m. to 5:00 p.m., Monday through Friday. Each office shall be open at all times during the business day.
    1. A minimum 30-minute lunch period must be provided and taken by employees working a full work shift. In general, lunch periods shall be one continuous hour. Lunch periods are unpaid.
    2. Each employee may also take two 15-minute breaks, one in the morning and one in the afternoon as scheduled by the department. If the employee elects not to take breaks, the time shall not accrue as overtime work. Break periods are paid.
  - D. The standard workweek shall be 40 hours except during shift or job change periods and normally shall consist of 5 consecutive days of work with 2 consecutive days off.
  - E. An employee must work a minimum month to be eligible to accrue benefits.

RELATED POLICIES:        2.16 Suspension of Work  
                                     3.4 Overtime/Compensatory Time