

## **7.0 GENERAL OFFICE POLICIES**

### **7.1 WORK HOURS**

The attendance and work hours listed below are applicable to all employees, except those whose duties require schedule variance for appropriate service to the public. The work week for employees will normally be either thirty-seven and one-half (37 ½) hours or forty (40) hours, as specified by the Supervisor, with the work week beginning at 8:00 a.m. Monday, and ending at 4:30 p.m. on Friday. Workdays will normally begin at 8:00 a.m. and end at 4:30 p.m. These policies regarding the normal work week and the normal workday are not a guarantee of hours for work per day or per week.

Supervisors shall allow, with pay, one fifteen (15) minute break period in the morning and one fifteen (15) minute break period in the afternoon. One (1) hour shall be allowed as an unpaid lunch period. The scheduling of breaks will be determined by the employee's supervisor. If a break is missed due to customer traffic, employee shortages, or for any other reason, the time is not to be accumulated or reimbursed for cash. Sheriff's office employees working in the patrol division, correctional division and communications division will be granted paid break periods provided they do not leave the property or assigned area during these break periods.