

## CORPORATE POLICY

<b>SUBJECT: Normal Workday and Workweek</b>	<b>CATEGORY: Human Resources</b> <b>ORIGINAL DATE: May 1, 1996</b> <b>REVIEWED DATE: <del>March 29, 2017</del> June 7, 2024</b> <b>REVISION DATE: <del>July 22, 2020</del> July 24, 2024</b>
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**I. POLICY:**

The intent of this policy is to ensure that the Lake County Health Department and Community Health Center (LCHD/CHC) establishes alternative schedules of work to maintain services for the community and to identify what constitutes a workweek and hours in a workday in compliance with the Fair Labor Standards Act.

**II. SCOPE:**

All LCHD/CHC employees

**III. PROCEDURE:**

A. To ensure uniform use of terminology and provide a basis for establishing alternative schedules of work while maintaining required services to the community.

1. The workweek and the hours of work shall be established in accordance with the reasonable needs of the public who have contact with LCHD/CHC programs and services. Directors are required to ensure that each unit under their leadership is always covered by at least one representative staff member during office hours and scheduled program hours.
2. All elapsed time from the moment an individual commences work for LCHD/CHC until the work for the day is finished, except for the deduction of time spent at ~~lunch, dinner~~ meal breaks or non-official activities, constitutes hours of work. No routinely compensable work shall be performed before or after an employee's scheduled hours of work without the express authorization of their immediate supervisor. The immediate supervisor and program's Director are responsible for ensuring that the line item for overtime does not exceed the budget. (See Refer to the Travel Time as Hours of Work policy for [details](#) guidance on work-related travel.)
3. Employees shall be at their ~~places of~~ work site in accordance with the rules and policies prescribed by the immediate supervisor, the program's Director and LCHD/CHC. Daily attendance shall be entered into the automated timekeeping system by each employee. Tardiness or other attendance irregularities will be noted and in cases of extreme or continual abuse will subject the employee to disciplinary actions, which may include termination, per the Attendance Policy.

B. The following standards shall apply to this policy:

1. Office Hours: LCHD/CHC office hours shall be 8:30 a.m. to 5:00 p.m., Monday through Friday. Generally, LCHD/CHC will remain open on scheduled workdays regardless of the weather. However, in ~~very~~ rare instances, ~~there may be need for an~~ emergency ~~closings~~ closure during ~~extreme and~~ dangerous weather conditions ~~or when worksite conditions are unsafe may be determined. Only the Executive Director or their~~

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[designee can make that determination.](#)

2. Normal Workday: The normal workday shall consist of 7.5 consecutive hours (37.5 hours/week employees) or 8 consecutive hours (40 hours/week employees) of work with at least a thirty (30) minute meal break to take place no later than 5 hours into the workday.
3. Flex Time: Work hours for some employees may vary from normal office hours as noted in paragraph III.B.1, if approved by the immediate supervisor or program's Director, and if operational needs are met. If an employee is permitted to flex their work hours, the time worked should amount to a total of 75 or 80 hours and the employee should not incur overtime, unless previously approved by the immediate supervisor. Also, employees working a 37.5-hour work week may be allowed to flex up to 2.5 hours from one week to the next within a pay period at the discretion of their supervisor.
4. Minimal Workweek: 37.5 or 40 hours of actual attendance on duty shall constitute the minimum workweek for all full-time employees.
5. Normal Workweek: The normal workweek shall consist of four (4) or five (5) workdays in a standard seven (7) day workweek.

#### IV. REFERENCES:

Fair Labor Standards Act  
Attendance Policy  
Travel Time as Hours of Work Policy

#### V. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee

#### VI. APPROVALS:

Lake County Board of Health President

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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