

CORPORATE POLICY

SUBJECT: Normal Workday and Workweek

CATEGORY: HR

ORIGINAL DATE:

REVIEWED DATE: May 1, 1996

REVISION DATE: June 29, 2005

I. POLICY:

To ensure uniformity of terms used and to provide a basis for establishing alternative schedules of work while maintaining services required to the community.

- A. The workweek and the hours of work shall be established in accordance with the reasonable needs of the public who have contact with the Health Department's programs and services. ~~Service Area~~ Directors are required to ensure that each unit ~~in their Service Area~~ under their leadership is covered by at least one representative staff member at all times during office hours and scheduled program hours.
- B. All elapsed time from the moment an individual actually commences work for the Health Department until the work is finished for the day except for the deduction of time spent at lunch, dinner or non-official activities constitute hours of work. No routinely compensable work ~~may~~ shall be performed before or after an employee's scheduled hours of work without the expressed authorization of his/her ~~Service Area~~ Director.
- C. Employees shall be at their places of work in accordance with the rules and policies prescribed by the ~~Service Area~~ Director and the Health Department. All employees will enter their daily attendance records will be maintained by each Service Area and provided to the Payroll Office into the designated timekeeping system. Tardiness or other attendance irregularities will be noted and in case of extreme or continual abuse will subject the employee to disciplinary action which may include termination.
- D. The following definitions shall be standard:
 1. Office Hours -- Office hours for the Health Department shall be from 8:30 a.m. to 5:00 p.m., Monday through Friday. Generally, the Health Department will remain open on scheduled workdays regardless of the weather. However, in very rare instances, there may be emergency closings during dangerous weather conditions.
 2. Normal Workday -- The normal workday shall consist of 7.5 consecutive hours (37.5 hour/week employees) or 8 consecutive hours (40 hour/week employees) of work with at least a ~~twenty (20)~~ thirty (30) minute meal break during established work hours of an assigned shift to take place no later than 5 hours into the shift.
 3. Flex-Time -- Work hours for some employees may vary from normal office hours noted in (1) above if approved by the immediate supervisor or Service Area program's Director ~~or Human Resources Director to and~~ meets operational needs. ~~as long as~~ If employee is permitted to flex hours, the

CORPORATE POLICY

~~total time worked should equate to a total of 75 or 80 hours and employee should not incur overtime. the work hours are 37.5 or 40 working hours depending upon the employees' normal work week.~~ Also, employees with a 37.5 hour work week may be allowed to flex up to 2.5 hours from one week to the ~~other~~ **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 (4) four or five (5) workdays in a standard seven (7) day week.

II. SCOPE:

All Lake County Health Department and Community Health Center employees

III. PROCEDURE: NONE

IV. REFERENCES: NONE

V. AUTHORS/REVIEWERS:

Human Resources Staff, Senior Team, Corporate Policy and Procedure Committee, and Lake County Board of Health Personnel Committee

VI. APPROVALS:

Lake County Board of Health President

Signature: _____ Date: _____