

Category: 300
Number: 333

Subject: **HOURS OF WORK**

1. **PURPOSE:** The purpose of this policy is to improve the administration of personnel in the County by establishing guidelines regarding the standard hours of work for Saginaw County employees.
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301.
4. **RESPONSIBILITY:** The Controller/CAO of Saginaw County shall be responsible for the implementation of this policy. It shall be the responsibility of Department Heads and Agencies of Saginaw County to administer these policies. The Employee shall be responsible for conforming to the above hours of work, reporting promptly to work and remaining until the close of their shift/day.
5. **DEFINITIONS:** NONE
6. **POLICY:**
 - 6.1 **Office Hours.** All County offices shall be open for the transaction of business Monday through Friday of each week, excluding holidays, from 8:00 a.m. to 5:00 p.m. Departments that require shift work are exempt from the standard office hours. Other exceptions to these hours may be approved by individual departments for greater efficiency of operation or to provide a greater level of public service after obtaining approval from the Board of Commissioners.
 - 6.2 **Work Week.** The work week for full-time employees shall be forty (40) hours per week. However, employees who regularly work at least seventy-two (72) hours per pay period shall be considered full-time employees and their work week shall be as determined by the Department Head.
 - 6.3 **Lunch Periods and Rest Periods.** Each employee who is working more than four (4) hours during any given work day shall be entitled to a one-hour unpaid lunch period. Such lunch periods shall be scheduled as close to the middle of the work day as possible. Each employee will be allowed one (1) fifteen minute rest period each four hour shift. Lunch periods and rest periods shall be staggered as determined by the Department Head, so as not to curtail services to the public. Rest and lunch periods must be taken at the time scheduled unless a change is authorized by the Department Head. Employees must take their rest or lunch period at its scheduled time and must be back to their work place at the conclusion of the specified period(s).

6.3.1 Rest periods shall be scheduled as close as possible in the middle of the first four (4) hours and in the middle of the last four (4) hours of work. If an employee reports to work one (1) or more hours late or leaves work one (1) or more hours early, he/she will not be entitled to a break during the affected period.

6.3.2 Rest periods shall be considered as compensable working time but may not be added to the lunch period, scheduled at the end of the workday or accumulated or extended in any manner.

6.4 Employee Responsibility. Employees are expected to conform to the above hours of work, report promptly for work and remain until the close of their regular shift/day.

6.4.1 Tardiness for non-exempt employees shall be defined as reporting late for one's scheduled time of work without previous formal approval. Tardiness will not be tolerated and appropriate disciplinary action shall be taken up to and including discharge.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:
Saginaw County Controller/CAO

Approved as to Legal Content:
Saginaw County Civil Counsel

ADOPTED/AMENDED: April 23, 2002

AMENDED: November 20, 2018