

# I. HOURS OF WORK

## GENERAL POLICY

It is the policy of Scott County to schedule a normal work week for County employees.

## SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a county elected office holder providing the appropriate elected office holder and the Board of Supervisors have certified its applicability;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement and/or the Code of Iowa will prevail.

## NORMAL WORK SCHEDULES

The normal work week for full-time County employees shall be forty (40) hours. Normally, the forty (40) hours will consist of five (5) eight-hour days; however, variations to this schedule may be allowed pursuant to departmental operating needs and in the best interest of an efficient, effective operation. For payroll purposes the date the shift begins is considered the workday.

Full-time office personnel will generally work eight (8) hours per day, Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. unless otherwise specified by the department head.

The normal work week for part-time employees shall be established by the appropriate department head pursuant to departmental operating needs and the number of work hours budgeted for such part-time positions.

Variations to "normal" work schedules are encouraged to the extent that they serve departmental operating needs and the best interests of an efficient, effective operation. It shall be at the discretion of the Department Head to implement flexible work schedules, which may include: flextime, compressed work weeks, job sharing, or other alternatives. In no event shall the implementation of a flexible work schedule cause overtime pay or adversely affect the public service hours of the County operations. Department Heads shall discuss options with the Human Resources Department when contemplating the implementation of or a change in flexible work hours.

## **CONTINUOUS OPERATIONS**

Employees engaged in continuous operations are defined as those employees working in an activity for which there is regularly scheduled work seven (7) days per week, twenty-four (24) hours per day. Because of the operating needs of such continuous operations, it is understood that other scheduling arrangements outside of those described in the section immediately above may be necessary. Any such work schedules shall be developed in the best interest of an efficient, effective operation.

All non-represented employees engaged in continuous operations will be eligible to receive shift differential for all hours worked during the afternoon or evening shifts. However departments engaged in continuous operations where non-represented employees are regularly scheduled to work 12 hour shifts, only the second (a.k.a. evening shift) will be eligible to receive shift differential. The amount of the differential shall be established by the Board of Supervisors.

## **12 – HOUR SHIFT ASSIGNMENTS**

Employees who are regularly scheduled to work seven-12 hour shifts in a two-week pay period will accrue vacation, sick leave, holidays, floating holidays and other paid leaves of absences based on a 2,184 hour per year schedule. This accrual schedule is intended to reflect the additional straight time hours worked above a normal 2,080 hour per year employee.

## **MEAL AND BREAK PERIODS**

Full-time employees will normally be granted an unpaid meal of up to one half (1/2) hour in duration each work day. Normally, the meal period will be scheduled near the middle of the work day. In the event an employee would be expected to have meals frequently interrupted for duty purposes, the meal period may be considered a part of the employee's paid regular shift.

To the extent possible, and in consideration of departmental staffing needs, employees may be granted two (2) fifteen (15) minute paid break periods during each eight-hour work day as scheduled and approved by the department head. Break periods are normally scheduled near the middle of each half shift and are intended as a relief from the work routine. As such, they may not be saved or combined to extend the meal period or shorten the work day.

## **ADMINISTRATIVE PROCEDURES**

1. In consideration of an employee's off-duty interests and obligations, departments are encouraged to give advance notice of at least one (1) calendar week prior to changing an employee's regular work schedule. This provision does not apply to emergency situations requiring a temporary change in work schedules.
2. Employees are encouraged to complete their duties within their regularly scheduled work period. Employees eligible for overtime compensation must receive approval from their supervisor prior to working overtime hours.