

**COUNTY BOARD OF HEALTH
POLICY # HR-03402
OFFICIAL HOURS AND WORK SCHEDULES POLICY**

Approval:		7/9/2020
	District Health Director	Date



Public Health
Prevent. Promote. Protect.

1.0 PURPOSE

This policy contains guidelines to be used in establishing appropriate work hours and schedules for each employee of the County Board of Health.

2.0 AUTHORITY – The County Board of Health (CBOH) Official Hours and Work Schedules Policy is published under the authority of CBOH and in compliance with the following:

- 2.1 State Personnel Administration, formerly Georgia Merit System/Office of Planning and Budget Statewide Teleworking Policy
- 2.2 CBOH Assignment of Duties Policy #HR-03005
- 2.3 CBOH Standards of Conduct Policy #HR-03601
- 2.4 CBOH Code of Ethics and Conflict of Interest Policy #GC-09001

3.0 SCOPE

This policy applies to employees of the County Board of Health.

4.0 POLICY

It is the policy of the County Board of Health that the managers, supervisors and employees have shared responsibility to ensure that the mission of the County Board of Health is accomplished.

4.1 ACCOUNTABILITY

- 4.1.1 Managers have the authority to establish and modify work hours and work schedules in accordance with the policy.

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5.0 DEFINITIONS AND ACRONYMS

- 5.1 CBOH** – County Board of Health
- 5.2 DHD** – District Health Director
- 5.3 HR** – Human Resources
- 5.4 FLSA** – Fair Labor Standards Act

6.0 RESPONSIBILITIES

- 6.1** Human Resources (HR) is responsible for issuing and updating procedures to implement this policy.
- 6.2** CBOH managers and supervisors are responsible for ensuring the needs of the CBOH are met and the official hours of operation are covered, as well as monitoring employees' compliance to policy.
- 6.3** CBOH employees are responsible for compliance with policy.

7.0 PROCEDURES

- 7.1** All CBOH employees are required to complete the *Work Schedule Agreement Form* with the original signed copy sent to HR and a copy maintained locally in the employees file within 30 days of employment, schedule changes, or re-assignment.
- 7.2** OFFICIAL HOURS – The official work hours of the County Board of Health (CBOH) are from 8:00 AM to 5:00 PM, Monday through Friday.
 - 7.2.1** During this time, all offices should be open for business, unless administratively and/or programmatically unfeasible.
 - 7.2.2** All organizational units are to be adequately staffed to transact business during those hours to provide necessary and appropriate services.
 - 7.2.3** To adequately serve the public, clinics/programs (e.g., environmental health, health clinics, immunization clinics) may offer alternative schedules, including evening hours. Upon approval and authorization of the District Health Director such schedules will become the official work hours for that clinic/program.

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7.3 WORK SCHEDULES – The work hours of employees must be scheduled based on the needs of the CBOH. Managers may approve employees to work varying hours to ensure that staff coverage is adequate to accomplish the mission of the CBOH.

7.3.1 Work schedules may vary depending upon the type of duties performed and work location.

7.3.2 Flexible Schedules – Employees within an organizational unit may be scheduled to report for work at specified intervals (e.g., 7:30 AM, 8:10 AM, 8:45 AM etc.).

7.3.3 All work schedules are to be amended as needed.

7.4 BREAKS AND MEAL PERIODS

7.4.1 Supervisors, at their discretion, may permit employees to have no more than two 15-minute break periods each day. These short breaks are considered compensable work time and may not be used to begin the work day later, end the work day earlier, or extend meal periods.

7.4.2 Employers are required to provide reasonable break time for an employee to express breast milk for her nursing child for one year after the child’s birth each time such employee has need to express the milk.

7.4.2.1 Employers are not required under FLSA to compensate nursing mothers for breaks taken for the purpose of expressing milk. However, where employers already provide compensated breaks, an employee who uses that break time to express milk must be compensated in the same way that other employees are compensated for break time. In addition, the FLSA’s general requirement that the employee must be completely relieved from duty, granted annual leave, or else the time must be compensated as work time applies.

7.4.3 FLSA does not require employers to provide employees with a lunch period. The CBOH, however, requires the work schedule to include a thirty to sixty-minute unpaid meal period each day for employees working more than six hours within the day. Meal periods should not be used to begin the workday later or end the workday earlier.

7.4.4 Meal periods are scheduled with supervisory approval and should generally be taken between 11:00 a.m. and 2:00 p.m.

7.4.5 For FLSA non-exempt employees, meal periods must be for an uninterrupted period of at least thirty minutes during which the employee performs no work duties.

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8.0 REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS
0	June 4, 2014	Initial Issue
	November 11, 2015	Annual Review
1	July 18, 2018	Revised 6.4.2 and Annual Review
2	June 4, 2020	Annual Review and Revised 5.2, 5.3, 6.1, 7.1, 7.2.3

9.0 RELATED FORMS

HR-03402A – Work Schedule Agreement

Work Schedule Agreement

Employee Name: _____ Emp ID: _____ Effective Date: _____
 Title: _____ Work Location: _____ FLSA Status Non-Exempt Exempt
 Supervisor Name: _____ Supervisor Title: _____

WORK SCHEDULE OPTIONS: (mark all that apply)

- I will work the Standard Work Week Schedule
- Flexible Schedule – any schedule other than standard hours
- Alternate Workweek – Allows the employee to work 9 or 10 hour days with one day off every other week or one day off every week
- CommuteSmart (*attach a copy of the signed Telework Agreement & Approval*)
- Temporary (*1,508 Maximum Hours per Year October 1st to September 30th*)

STANDARD WORK WEEK SCHEDULE

Week Day	Arrival Time	Departure Time	Lunch Time	Day & Time Work Week Begins:
Monday	a.m.	p.m.		Effective Date: _____ End Date & Time for Temporary Employee: _____
Tuesday	a.m.	p.m.		
Wednesday	a.m.	p.m.		
Thursday	a.m.	p.m.		
Friday	a.m.	p.m.		

FLEXIBLE WORK WEEK 1 SCHEDULE

Week Day	Arrival Time	Departure Time	Lunch Time	Day & Time Work Week Begins:
Monday	a.m.	p.m.		Effective Date: _____
Tuesday	a.m.	p.m.		
Wednesday	a.m.	p.m.		
Thursday	a.m.	p.m.		
Friday	a.m.	p.m.		

FLEXIBLE WORK WEEK 2 SCHEDULE

Week Day	Arrival Time	Departure Time	Lunch Time	Effective Date:
Monday	a.m.	p.m.		_____
Tuesday	a.m.	p.m.		
Wednesday	a.m.	p.m.		
Thursday	a.m.	p.m.		
Friday	a.m.	p.m.		

ALTERNATE WORK SCHEDULE

Week Day	Arrival Time	Departure Time	Lunch Time	Alternate work week -- Check day off:	
				9 hour workday – off every other week	10 hours workday – off every week
Monday	a.m.	p.m.		<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	a.m.	p.m.		<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	a.m.	p.m.		<input type="checkbox"/>	<input type="checkbox"/>
Thursday	a.m.	p.m.		<input type="checkbox"/>	<input type="checkbox"/>
Friday	a.m.	p.m.		<input type="checkbox"/>	<input type="checkbox"/>

Employee Agreement

I have read and agree to terms outlined in the CBOH's Official Hours and Work Schedules Policy HR-03402. I understand that supervisors may terminate approval for the CommuteSmart schedules at their discretion and that I must provide at least 2 weeks notice to my supervisor for changes to my work schedule.

Employee Signature: _____ Date: _____

Approvals

Based on a review of position responsibilities, employee eligibility, and considering the needs of the unit, this employee is:

Approved for the indicated schedule and hours **Denied** for the indicated schedule and/or hours
 Reason(s) if Denied: _____

Supervisor's Signature: _____ Date: _____

Other Approver Signature: _____ Date: _____