

Business and Operations

COUNTY OFFICE BUSINESS HOURS AND FLEX-TIME

SR 3401.07

Purpose:To establish work-hour guidelines for employees.

Timeline:Flex-time schedules must be mutually agreed upon by the employee and supervisor prior to working a flex-time schedule.

The County Office will be open to the public between 8:00 a.m. and 5:00 p.m., Monday through Friday. Unless otherwise assigned, the employee work day will begin no earlier than 7:30 a.m. and end no earlier than 4:15 p.m. or later than 5:15 p.m. on such days. The employee will follow the department's established schedule to ensure adequate coverage within the 8:00 a.m. - 5:00 p.m. office hours.

Examples of work schedules:

60 minute lunch

7:30 am - 4:30 pm

7:45 am - 4:45 pm

8:00 am - 5:00 pm

8:15 am - 5:15 pm

45 minute lunch

7:30 am - 4:15 pm

7:45 am - 4:30 pm

8:00 am - 4:45 pm

8:15 am - 5:00pm

8:30 am - 5:15 pm

Lunch breaks will be 45 minutes or 60 minutes, except for employees working six (6) hours or less. Morning and afternoon breaks of fifteen (15) minutes each are to be provided for employees working full days. Part time employees who work at least four (4) hours per day get one fifteen (15) minute break during the middle of their work day. Break time cannot be accumulated for use during the lunch hour or at other times during the work day.

Non-instructional classified employees may be eligible for flex-time schedules. A flex-time schedule may be approved for job-related coursework or training, the care of family member, or other compelling reason or job-related need.

The flex-time work week is 40 hours and a flex-time schedule will not be approved if the hours chosen adversely affect the operation of the department or County Office. If there is a department need for a different schedule, a flex-time schedule may be initiated by the employee or the supervisor. The supervisor reserves the right to grant or deny a request for a flex-time work schedule. The schedule requires approval by the County Superintendent and will not be approved unless a manager is on duty during those requested hours.

See Classified Employees Negotiated Agreement between the Mendocino County Office of Education and the Mendocino County Federation of School Employees", Article III.

PROCEDURE:

1. Any eligible employee may submit a flex-time work schedule to his/her supervisor for approval.
2. If approved by the supervisor, s/he will submit, in writing, the schedule requested to the Superintendent or designee for final approval.
3. Once the hours are established, the employee is to work the same schedule each day, unless or until the employee and his/her supervisor agree to a change.
4. The supervisor may modify or terminate a flex-time work schedule, if necessary, to carry out the operations of the department or County Office.

MENDOCINO COUNTY OFFICE OF EDUCATION

Date Adopted: 03/01/2003

Date Revised: 07/11/2003