

County of Gloucester
Human Resources Manual

CHAPTER:	7 – CONDUCT AND PERFORMANCE	ADOPTED: 3/7/06
SECTION:	4 – HOURS OF WORK	REVISED: 4/2/14

The current hours of work including rest and meal periods shall be maintained according to department procedure and, where applicable, the current negotiated contract.

Employees are expected to be at their work stations and ready for work at their prescribed starting time, unless an alternative start time has been approved. Furthermore, employees are expected to work a full day and to work until their prescribed ending time, unless an alternative end time has been approved. Employees may be excused from their work stations for rest and meal periods as well as to leave on county business. Approval and oversight of employee's work time is the responsibility of the department head and/or designee.

Rest and Meal Periods

Meal Periods (aka Lunch Breaks) may be determined as per the negotiated contract and work schedule or may be determined by department procedure. All other rest periods are according to department procedures, typically a 15 minute rest period is allowed in the first half of a workday and another 15 minute rest period is allowed in the second half of the workday.

All breaks will be scheduled by the Department Head/designee, who will stagger such breaks to assure coverage of services and office telephones.

For regular workdays, Monday through Friday, lunch breaks will be scheduled starting as early as 11:00 am and concluding no later than 2:00 pm. Breaks may not be scheduled during the first or last 15 minutes of the work day.

When available, employees are encouraged to utilize the facilities for rest and meal periods.

Leaving on County Business

County staff may leave the building during regular work hours for appointments with clients, meetings, field work, or training, as long as the employee has obtained prior approval. When leaving on County business, the employee must do so in accordance with current department policy. No employee may leave the office for any reason without prior authorization or approval.

When leaving, the employee will note his/her departure time, destination, reason, and time of anticipated return.

When returning, the employee will complete the previous entry with the actual return time.

Employees are expected to return to the office when County business is completed, unless they have received prior authorization or approval.

Employee:

Takes rest and meal periods at scheduled times.

Seeks approval prior to leaving on County business.

Reports departure time, destination, reason, anticipated return time and actual return time in accordance with departmental procedures.

Should refer to HR Chapter 6 for Leave Time policies and procedures for other authorized absences.

Department Head/Designee:

Schedules breaks to assure coverage of services and office telephones.

Ensures department procedures for leaving on county business include communicating departure time, destination, reason, and anticipated return time as well as actual return time.