



<b>Policy 4.3</b>	<b>Hours of Work/Rest Periods</b>		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec.:</u> None
<u>Last Amended Date:</u> 2/28/12			

## **HOURS OF WORK/REST PERIODS**

**4.3**

### **POLICY**

It is the policy of DuPage County to establish uniform Hours of Work within each department and to provide an efficient and safe work environment for all employees. The normal business hours are 8:00 a.m. to 4:30 p.m. Monday through Friday; however, some departments may have other work hours due to the nature of their business needs.

### **ELIGIBILITY**

- All employees under County Board jurisdiction regardless of employment status.

### **GUIDELINES**

#### **A. 37.5 WORKWEEK**

Employees working 37.5 hours per week or 7.5 hours per day will be provided a sixty (60) minute meal period.

#### **B. 40.0 WORKWEEK**

Employees working 40.0 hours per week or 8.0 hours per day will be provided a thirty (30) minute meal period.

#### **C. REST PERIODS**

Two rest periods (not to exceed fifteen (15) minutes each) may be scheduled during a normal workday at the discretion of the Department Head or Supervisor.

#### **D. PART-TIME & TEMP EMPLOYEES**

Employees who work less than 37.5 hours per week and who are scheduled to work a minimum of 7.5 hours on a given day will be provided a break period of at least twenty (20) minutes beginning no later than five (5) hours after the start of their shift.

Employees working less than 7.5 hours will not be provided a meal period, but may receive one rest period at the discretion of their supervisor.

## **F. FLEXIBLE SCHEDULE**

A flexible schedule is defined as an ongoing alternative to the Department's regularly scheduled hours. Flextime is available at the Department Head's discretion to allow for the option of varying an employee's starting and ending time within established limits. Flextime designation is a matter of departmental discretion. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor and the employee and if it meets the needs of the department and the public. Once the employee, the Supervisor and the Department Head have agreed on a beginning and ending time, the employee is expected to work the agreed-upon schedule on a consistent basis. Flextime is a privilege, not a right, nor a benefit. Flextime is neither possible nor appropriate for every type of employment. An employee in a supervisory position may work a defined flexible schedule with the approval of the Department Head and the County Administrator.

## **PROCEDURES**

1. Department Heads, Managers or Supervisors are responsible for communicating the Hours of Work and Rest Periods to employees within the department or division.
2. Department Heads, Managers or Supervisors may adjust Hours of Work and Rest Periods as necessary to meet the operational needs of the department.
3. Employees may not combine rest or meal periods for the purpose of reducing their assigned work schedule. Employees are not allowed to work during their rest and meal periods and end their workday earlier than they should, unless approved by their Department Head, Manager, or Supervisor on a case-by-case basis.
4. All Department Heads are authorized to stagger, rearrange and adjust the hours of employment of their various employees in such a manner as to enable them to keep their place of business open at all times required. The work schedule for each department shall be established by the Department Head.
5. A written flextime proposal is required in order for a flexible schedule to be approved. The written proposal must outline the specific dates, start and end times, and duration of the revised work schedule. The proposal must be submitted for approval to the Department Head two weeks in advance and at the beginning of each calendar year.
6. The Department Head will review the schedule to ensure that it conforms to appropriate laws and regulations and that adequate compensation and manpower is available for the proposed schedule and that it meets the demands, expectations and all aspects of the position. The Director of Human Resources will review the schedule to ensure that it conforms to the County's policies and appropriate laws and regulations.
7. Flexible work schedules should be designed to minimize overtime compensation and to make the best use of available personnel. DuPage County will not suffer any loss in

productivity as a result of this arrangement.

- 8.** The flexible schedule will be reviewed on an on-going basis by the Supervisor and the Department Head to determine that all aspects of the arrangement are continuing to meet the needs of the department. The flexible schedule may end by the decision of the Department Head.
- 9.** Care Center managers on duty (MOD), will be allowed to take an alternative day off, when required to work the weekends and/or holidays.