

**BREVARD COUNTY
MERIT SYSTEM POLICIES
POLICY VII**

Title: **HOURS OF WORK**

I. OBJECTIVE

Each appointing authority, subject to approval of the County Manager, or his designee, shall establish the scheduled hours of work for employees within his/her unit.

II. DIRECTIVES

A. NORMAL WORK WEEK

Forty (40) hours shall constitute a normal workweek, not including meal periods, for all full time employees except public safety employees on 24 hour shifts. Exempt employees are compensated on the basis that extended workdays and/or workweeks may be required to accomplish the expected assignments of the positions. Employees filling such positions are expected to work whatever hours are necessary to complete the assignment. This policy does not guarantee or place a limitation on the number of hours to be worked in any one day, or the number of days per week, or any other work period.

B. FLEXIBLE WORKING SCHEDULES (FLEX-TIME)

Appointing authorities may authorize flexible working schedules (flex-time) during an employee's normal workweek within their work units. Flex-time may be authorized on a discretionary basis where such authorization:

1. enhances service hours,
2. improves operational efficiency,
3. accommodates an employee's personal needs without interfering with the operation's service delivery, or
4. allows for community service of up to four hours monthly without interfering with the operation's service delivery.

C. OVERTIME

Work in excess of a normal workweek, shall be kept to a minimum and avoided whenever reasonably possible. Employees shall be required to work overtime when requested, unless excused by their supervisor.

D. MEAL PERIODS

One (1) hour is the normal time allotted for meal periods. Meal periods are to be scheduled in a manner to best serve the public. Meal period time cannot be accumulated, or saved for the purpose of leaving work early.

HOURS OF WORK (continued)

The County Manager or his designees may authorize the inclusion of the meal period as actual work time for shift positions.

E. REST BREAKS

Rest breaks are not a right but a privilege provided when time permits and circumstances dictate, and must be arranged so as not to interfere with County business. Rest breaks are usually scheduled for no more than fifteen (15) minutes in the morning and fifteen (15) minutes in the afternoon, according to the needs of the unit; they shall not be accumulated and used to leave early or as other leave with pay.

Effective 04/29/97