

A. Work Schedules

Work schedules are established at the discretion of the Appointing Authority.

Except for Elected Officials, Appointing Authorities must submit deviations from the stated work schedule to the County Administrator for approval and must emphasize how an alternative work schedule will improve or positively impact County operations.

B. Tardiness and Absence

1. All employees are required to be at work on time on scheduled work days. If an employee is unavoidably detained or unable to report to work, the employee shall notify the Appointing Authority or designee at least one (1) hour before starting time unless otherwise specified by the Appointing Authority. Notification can be provided orally, in writing, by electronic means or by any other means specified by the employee's department. Failure to comply with notification requirements may constitute an unauthorized absence without pay and may result in disciplinary or corrective action.
2. Time off work with pay shall be allowed only as provided in County Personnel Policies for compensatory time, paid holiday time, or various paid leaves.
3. Employees classified as Executive (E), Administrative (A), or Professional (P) are required to be at work as scheduled by the Appointing Authority. All absences, including those of less than a full working day, must be approved in advance by the Appointing Authority or designee.

C. Breaks

1. All County employees shall adhere to work breaks established by the Appointing Authority or designee.
2. For a maximum of one (1) year after the birth of a child, nursing mothers may take reasonable break time, whenever necessary, to express breast milk. Such breaks are not paid time. In those circumstances where paid breaks are provided, an employee who uses that break time to express milk will be compensated in the same manner that other employees are compensated for such break time. Break time utilized by nursing mothers to express milk that exceeds the amount of time allowed for other work breaks is not an unscheduled absence.