

02. PERSONNEL

2.9. Hours of Operation

BOS Adopted – Jul 1, 2004

2.9.1. Policy. County offices shall generally be open as follows:

A. County Administration Office Personnel – 8:00 a.m. to 5:00 p.m.; Monday through Friday.

B. Buildings & Grounds Staff – 7:00 a.m. to 4:00 p.m.; Monday through Friday.

C. Water Treatment Plant – Schedules will vary due to operation of plant.

2.9.1. Exceptions. The above hours may vary based on discretion of the Department Head given the specific demands of work assigned to various departments. Specific work hours will be assigned to employees by the County Administrator or department head or Constitutional Officer for their respective employees. In all cases, full-time employees work eight (8) hours per day or forty (40) hours per work week as calculated on an hourly basis.