

Chapter 14 Work Schedule

14.01 Standard Hours

Office hours are defined by statute as 7:45 a.m. - 4:30 p.m. with intermissions from 11:45 a.m. - 12:30 p.m. Opening and closing hours may be adjusted as the needs of the service otherwise require.

Lunches and Breaks

Employees working more than 4 hours but less than 6 consecutive hours in a single shift are expected to take a 15-minute paid break each day.

Employees working more than 6 consecutive hours in a single shift must take a minimum of a 30 minute unpaid lunch during their shift, in addition to two 15-minute paid breaks each day.

Lunches and breaks may not be combined to create a longer break, or to modify an employee's start or end shift times.

Modification of these lunch and break provisions may only occur through written work unit policy or through express written consent of the employee's supervisor.