

WORK WEEK AND WORK SHIFT

Objective: To interpret contract agreements concerning work-shift and workweek for County employees. Policy Number: 04-04

Reference: Agreement between the County of Tompkins and Tompkins County Unit, Local 855, CSEA/AFSCME; Resolution No. 63 (1983); Agreement between the County of Tompkins and Tompkins County Sheriffs' Association Effective Date: January 12, 198

Modified Date: June 28, 1988; November 5, 2003; October 5, 2004

Policy: All full-time County positions are created with a standard workweek of 40.0 hours, 37.5 hours or 35.0 hours. Standard hours for County government offices to be open to the public shall be established and publicized. Resolution #: 192

Procedure:

Department: Personnel Department

1. An employee automatically accepts the standard work-week of the department as a condition of employment, unless a flexible schedule is otherwise approved by the department head.

2. The standard working hours for the County Departments to be open to the public will be from 8:30 a.m. to 4:30 p.m., unless otherwise stipulated by law, with the exception that the working hours of the County Clerks Office will be from 9:00 a.m. to 5:00 p.m. and the working hours for the County Highway Division Office will be from 7:00 a.m. to 4:00 p.m.

3. Each County employee is responsible for being at his/her job station during the standard department working hours. ("Job station" includes only the department premises or a location off those premises where the employee must carry out County business.)

4. Changes in an employee's standard workweek may affect fringe accrual. Please see Administrative Policy 04-05 Adjustment of Fringe Accruals.

· Hours may be extended and employees may have flexible schedules at the discretion of the Department Head.