

SALT LAKE COUNTY POLICY AND PROCEDURE

WORK HOURS, REST PERIODS (BREAKS) AND FITNESS PROGRAM

REFERENCE

Human Resources Policy & Procedure: General Definitions
Overtime & Compensatory Time

PURPOSE

To establish a uniform policy regarding working hours, rest periods (breaks) and fitness programs for County employees and to assert an administrator’s authority over work assignments, work location, and work hours.

PROCEDURE

1.0 Work Hours

- 1.1 Normal County working hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday with one hour for lunch.
 - 1.1.1 Employees under the age of 18 are entitled to a meal period of no less than thirty minutes not later than five hours after the beginning of the employee's workday.
- 1.2 All full-time County employees are expected to work 40 hours per week.
- 1.3 Administrators may permit their employees to work a flexible work schedule within the standard work week so long as non-exempt FLSA employees do not exceed 40 working hours without prior approval.
- 1.4 Administrators are directed to participate in the County's trip reduction program and may permit employees to work a flexible work schedule in order to facilitate the success of said program.
 - 1.4.1 Administrators have the responsibility to approve or disapprove flexible work schedule requests and should consider the following criteria in making their determination:
 - 1.4.1.1 The schedule does not adversely impact employee performance or services to the public;
 - 1.4.1.2 The schedule does not cause a hardship with other staff;
 - 1.4.1.3 The schedule does not violate county policies and procedures or the provisions of the Fair Labor Standards Act.
- 1.5 Administrators have the authority to assign work, work location, and work hours.
- 1.6 Deviations from this policy must be in accordance with an adopted internal policy.

2.0 Rest Periods (Breaks)

- 2.1 All full-time employees of Salt Lake County may reasonably expect to take two breaks per working day when work flow permits. Working conditions may temporarily prohibit employees from taking a break as determined by their supervisor. Employees who are unable to take a break because of the work flow may not accumulate breaks to be taken at a later date. Breaks shall be considered part of the normal working day.
 - 2.1.1 Employees under the age of 18 are entitled to a ten minute rest period for each four hours of work. No employee under the age of 18 shall be required to work in excess of three hours without a ten minute rest period.
- 2.2 Breaks shall not exceed fifteen minutes for both those employees who work an eight-hour work day and those who work part time. Breaks shall not exceed twenty minutes for employees who work a ten hour time period.
- 2.3 Supervisors may approve employees to combine their break time with their lunch to provide a longer lunch time; this approval must be granted before break time is combined with the lunch period. Breaks shall not be taken before reporting to work nor at the end of the work day.
- 2.4 Whether or not breaks are taken shall be optional on the part of the employee. Supervisors shall urge employees to take their breaks.

3.0 Fitness Programs

- 3.1 Administrators shall encourage employees to participate in programs of physical fitness including the Government Center fitness facility.
- 3.2 Employees who engage in a regular program of physical fitness or exercise may, with the prior written approval of the Administrator, forfeit their breaks. Employees shall then be allowed to take an amount of time comparable to that of the break(s) forfeited with either the lunch hour or at the beginning or ending of the work day in order to facilitate participation in their fitness program.

APPROVED AND PASSED THIS 9th DAY OF February, 2010