

GP - 3 Hours of Work

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1. It is the policy of Fairfield County to establish work hours as required by workload, citizen need, and efficient management of personnel resources.
2. Working hours for all departments of county government shall be as follows: a minimum of seven (7) hours between 7:00a.m. and 6:00p.m., to be coordinated by department heads to insure the greatest amount of service to the citizens of Fairfield County and provide that the necessary core of workforce needed to serve the public is on duty between 9:00 a.m. and 5:00p.m. All employees must leave their workstation during their lunch break. Unless approved in advance, employees must leave their respective building at the end of their workday.
3. Working hours for law enforcement personnel, EMS, telecommunicators, and correctional officers shall be prescribed by the appropriate department head.
4. The normal workweek begins on Monday at 12:01a.m. and ends on Sundays at midnight. Each department of county government shall have a minimum workweek for full-time employees of no less than five (5) days, thirty (30) hours per week. Non-exempt employees' salaries are based on a forty (40) hour workweek, and there will be no overtime paid for hours worked between 30 and 40 per week. Exceptions may be made to allow for pay, based on a straight time rate, for those hours between 30 and 40 upon approval of the County Administrator, for those departments and/or employees who have traditionally worked in excess of 30 hours per week every week. Law enforcement and correctional officer's salaries are based upon 86 hours with a 14-day work cycle; only those hours worked in excess of 86 hours with a 14-day work period are considered overtime.