

RESOLUTION 2015-19

A RESOLUTION AMENDING SECTION 10, WORK HOURS, OF THE PERSONNEL POLICIES AND PROCEDURES MANUAL

WHEREAS, the Tooele County Commission desires to revise the County's official hours of operation.

NOW, THEREFORE, BE IT RESOLVED BY THE TOOEELE COUNTY COMMISSION that Personnel Policies and Procedures Section 10, Work Hours, is hereby amended to read as attached hereto, which attachment is, by this reference, made a part hereof.

EFFECTIVE DATE: This resolution shall take effect immediately upon passage.

DATED this 15<sup>th</sup> day of December 2015.

ATTEST:

TOOELE COUNTY COMMISSION:

*Marilyn K. Gillette*  
MARILYN K. GILLETTE, Clerk/Auditor

*Wade B. Bitner*  
WADE B. BITNER, Chairman



APPROVED AS TO FORM:

*Scott A. Broadhead*  
SCOTT A. BROADHEAD  
Tooele County Attorney

Commissioner Bateman voted aye  
Commissioner Bitner voted aye  
Commissioner Milne voted aye

## SECTION 10 WORK HOURS

- A. **WORK PERIODS:** The work week shall be 40 hours. It shall begin Sunday at 12:00 a.m. and continue through Saturday at midnight. The work period for sworn law enforcement officers shall be 14 consecutive days.
- B. **WORK SCHEDULES:** The work day for full-time employees shall be between eight and ten hours unless otherwise specifically provided by a department head. A department head may alter the permanent work schedules of individual employees to accommodate or meet the needs of that department by using a written schedule.
- C. **OFFICE HOURS:** County administrative offices shall be open Monday through Friday from 8:00 a.m. to 5:00 p.m. excepting legal holidays. Exceptions must be approved by the county commission.
- D. **REST PERIODS:** Two rest periods of no more than 15 minutes are authorized for each employee. A rest period shall be allowed during each half of an eight-hour or longer shift and shall be taken under the direction of either the supervisor or department head. Rest periods shall not be taken in conjunction with a lunch break or at the beginning or end of a work shift. They may not accumulate. They shall not be carried over to another day if not used.
- E. **LUNCH PERIODS:** A one-hour lunch period shall be allowed for those employees who regularly work an eight-hour or longer shift.
- F. **NOTIFICATION OF ABSENCE:** An employee unable to report for duty shall notify their supervisor of that fact not later than one hour after the beginning of the work day.
- G. **DE MINIMUS WORKING TIME:** Up to ten minutes worked beyond the scheduled working hours shall be considered de minimus, i.e. minor or trivial, and shall be disregarded. De minimus time shall not accumulate.
- H. **TIME INCREMENTS:** Working hours shall be recorded in 30-minute increments.

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- C. OFFICE HOURS:** County administrative offices shall be open Monday through Thursday Friday from 7:00 8:00 a.m. to 6:00 5:00 p.m. excepting legal holidays. Exceptions must be approved by the county commission. ~~Offices shall not be closed for lunch except in unusual circumstances.~~
- D. REST PERIODS:** Two rest periods of no more than 15 minutes are authorized for each employee. A rest period shall be allowed during each half of an eight-hour or longer shift and shall be taken under the direction of either the supervisor or department head. Rest periods shall not be taken in conjunction with a lunch break or at the beginning or end of a work shift. They may not accumulate. They shall not be carried over to another day if not used.
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