

County of Gloucester  
Human Resources Manual

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<b>CHAPTER:</b>	<b>7 – CONDUCT AND PERFORMANCE</b>	<b>ADOPTED: 3/7/06</b>
<b>SECTION:</b>	<b>4 – HOURS OF WORK</b>	<b>REVISED: 5/22/24</b>

The current hours of work including rest and meal periods shall be maintained according to department procedure and, where applicable, the current negotiated contract.

Employees are expected to be at their work stations and ready for work at their prescribed starting time, unless an alternative start time has been approved. Furthermore, employees are expected to work a full day and to work until their prescribed ending time, unless an alternative end time has been approved. Employees may be excused from their work stations for rest and meal periods as well as to leave on county business. Approval and oversight of employee's work time is the responsibility of the department head and/or designee. Furthermore, as detailed below, whenever County business takes an employee away from the worksite for an entire workday, permission must be sought in advance by both the Department Head and County Administration.

### **Rest and Meal Periods**

Meal Periods (aka Lunch Breaks) may be determined as per the negotiated contract and work schedule or may be determined by department procedure. All other rest periods are determined according to department procedures, typically a 15-minute rest period is allowed in the first half of a workday and another 15-minute rest period is allowed in the second half of the workday.

All breaks will be scheduled by the Department Head/designee, who will stagger such breaks to assure coverage of services and office telephones.

For regular workdays, Monday through Friday, lunch breaks will be scheduled starting as early as 11:00 am and concluding no later than 2:00 pm. Breaks may not be scheduled during the first or last 15 minutes of the work day.

When available, employees are encouraged to utilize the facilities for rest and meal periods.

### **Leaving on County Business**

County staff may report directly to off-site locations and/or leave the primary work site during regular work hours for such work duties as appointments with clients, meetings, field work, training, seminars, or conferences as long as the employee has obtained prior approval in accordance with this policy.

- When leaving the primary work site on County business for a *portion* of the full work day, the employee must do so in accordance with current department policy.

No employee may leave the office for any reason without prior authorization or approval and use of appropriate Kronos Time Management System.

- When seeking leave from the primary work site, the employee will note his/her departure time, destination, reason, and time of anticipated return.
- When returning, the employee will complete the previous entry with the actual return time.
- ***Employees are expected to return to the primary work site when off-site County business is completed and time in the workday remains.***
- When County business takes an employee away from the worksite for an ***entire*** workday, permission must be sought ***in advance*** for the employee by both the Department Head and County Administration utilizing the form “Approval Request Workday Off-Site”, found in HR Manual 7.4 Exhibit B.
- Please note that at the discretion of the County Administrator and/or the Department Head, proof of attendance will be required.

**Employee:**

Takes rest and meal periods at scheduled times.

Seeks approval prior to leaving on County business. When County business takes the employee away from the primary work site for the an entire day, seeks permission in advance utilizing the appropriate form, “Approval Request Workday Off-Site” HR 7.4 Exhibit B.

Reports departure time, destination, reason, anticipated return time and actual return time in accordance with departmental procedures and utilize the Kronos Time Management System.

Provides proof of attendance for County business away from primary work site when required.

Should refer to HR Chapter 6 for Leave Time policies and procedures for other authorized absences.

Adheres to work hours and seeks approval of schedule changes utilizing the form “Schedule Change Request” HR 7.4 Exhibit A.

**Department Head/Designee:**

Schedules breaks to assure coverage of services and office telephones.

Ensures department procedures for leaving on county business for a portion of the workday include communicating departure time, destination, reason, and anticipated return time as well as actual return time.

Ensures that Administration approval is sought in advance for County business that takes an employee away from the worksite for an *entire* workday.

Reviews schedule change requests and makes recommendation to Administration.

Ensures any temporary schedule changes are monitored and concluded timely.

**Administrator/Designee:**

Issues decision on any schedule change requests.

Determines approval for requests to attend to County business off-site for entire workday.