

 Metro | *Policies and procedures*

Subject Work Schedules
Section Human Resources
Approved by Office of the Executive

EXCERPT FROM EXECUTIVE ORDER 88 (2005)

Policy is under review. Numbering has been changed from original manual; content is from former Section 20, E. O. 88 (2005).

WORK SCHEDULES

1. The normal work schedule shall be 40 hours, Monday through Friday, and the normal work day shall be 8:00 AM to 5:00 PM. Some departments have work schedules and hours which may vary. In order to provide the best service to the public, Department Directors may establish operating schedules for departments which vary from the normal work schedule. Nothing contained in this section or elsewhere in these policies shall be construed as any guarantee of hours of work per day or per week.
2. **Flexible Work Schedules.** Department Directors may establish employee work schedules which vary from the normal work schedule. All flexible work schedules must be approved by the Department Director.
3. **Meals and Breaks.** Full-time employees shall be allowed at least a 30-minute, not more than an hour, meal break. Such meal breaks shall be scheduled in the middle of a workday as practicable. All employees are entitled to at least a 10-minute break period when working a continuous four-hour work period.