

A. Work Schedules

Work schedules are established at the discretion of the Appointing Authority.

B. Tardiness and Absence

1. All employees are required to be at work on time. If an employee is unavoidably detained or unable to report to work, notification shall be made to the immediate supervisor or authorized department representative. This notification shall be provided at least one (1) hour before starting time unless otherwise specified by the Appointing Authority. Failure to notify without good reason shall constitute an unauthorized absence without pay.
2. Time off work with pay shall be allowed only as provided in County Personnel Policies for compensatory time, paid holiday time, or various paid leaves.
3. Employees classified as Executive (E), Administrative (A), or Professional (P) are required to be at work as scheduled by the Appointing Authority. All absences, including those of less than a full working day, must be approved in advance by the Appointing Authority or designee.
4. It is the responsibility of the employee to notify the Appointing Authority or designee when absence from assigned duties and/or work schedule is required.

C. Breaks

1. All county employees shall adhere to work breaks established by the Appointing Authority or designee.
2. Smoke breaks will not exceed the number or duration of work breaks afforded other employees. Tobacco use is prohibited in all county buildings and structures, including garages and stairwells, county vehicles, including rental cars used for county business, and within twenty-five (25) feet of entrances, windows and vents to any building or within twenty-five (25) feet of nonsmoking county employees when present at a work site other than a building or structure.