

# MACOMB COUNTY HUMAN RESOURCES POLICY

## HOURS OF OPERATION

### WORK DAY:

County offices are generally open from 8:30 a.m. to 5:00 p.m., Monday through Friday, or such alternative hours as may be set for individual departments.

### MEAL AND REST PERIODS:

Full-time employees that work seven and one-half (7.5) hours per day, five (5) days per week, shall have a one-hour unpaid meal period each workday. Full-time employees who work eight (8) hours per day, five (5) days per week shall have a one-half hour paid meal period.

Full-time employees shall normally have two (2) fifteen (15) minute paid rest periods, one during the first half of the shift and one during the second half of that shift. The times at which these rest periods are taken is subject to the discretion of the Department Head in order to ensure effective department operations.

Part-time employees are not eligible for meal and rest periods, except for the days that the part-time employee works a full day (7.5 or 8 hours).

Employees shall not accrue, accumulate or be paid for meal and rest periods not taken. Employees are not permitted to skip meals or rest periods in order to lengthen a meal period or to adjust starting or ending times.

### WORK WEEK:

The normal work week is five days of work in a seven day period.

The County reserves the right to establish or alter hours of operation at its sole discretion.

Approved:



Office of County Executive



Date