



## Personnel Policy

### Work Schedule

**Control Number**

HR057

**Policy Date**

03/10/2025

**Revision Date**

New

### Purpose

To establish a work schedule for county employees and provide for a consistent application of flexible scheduling practices across county departments.

### Scope

All regular full time employees, budgeted thirty-two (32) hour employees and part time employees.

### General Statements

Scotland County's standard work week is 40 hours, Saturday through Friday. To accommodate employees, the County offers flex and variable work schedules. These schedules are a privilege that may be approved, suspended, or revoked based on the needs of the department and employee's work performance.

### Policy Requirements

- All employees are required to clock in and out using the Executime time and attendance software.
- Any time worked in a single work week less than 39.88 hours requires submission of leave in accordance with the Scotland County leave policies.
- Work schedules shall be any combination of eight hours between 7:00 am and 6:00 pm.
- Employees are required to clock out for a minimum of 30 minutes for a lunch break daily, preferably between the hours of 12:00 pm - 2:00 pm.
- It is recommended employees take two 15 minute breaks throughout the day as well without clocking out.
- Any deviation for any employee from the work schedule hours set forth in this policy shall be approved by the County Manager.

Scotland County's service to its citizens and communities is a priority when approving employee work schedules. The flex/variable work schedule is not an employee right but will be based on the discretion of the Department Head. To begin a flexible/variable schedule, a Work Schedule Agreement must be signed by both the employee and the Department Head. Work schedules may be revoked at any time. Revocations may occur due to unit needs, poor work performance, failure in personal conduct, or departmental change. When making this determination, Department Heads should consider:

- The flexible/variable agreements do not interfere with required departmental operations or reduce the standard of customer service.
- Work Schedule Agreements should be developed after six months of employment and after demonstrating efficient job performance in the new position.



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- In the event work performance does not meet agency expectations, flexible/variable work schedules should be suspended or revoked.

#### Flexible Work Schedule:

- A flexible work schedule is an alternative to the traditional 8:00 am to 5:00 pm work day schedule, beginning or ending the workday at non-traditional times.
- A flexible schedule may include reducing the lunch hour to 30 minutes.
- Employees work longer hours within a four day time period to allow a day off during the same work week.

#### Variable Work Schedule:

- A variable work schedule is an alternative to the traditional 8:00 am to 5:00 pm work day schedule, beginning or ending the workday at non-traditional times.
- A variable work schedule may include reducing the lunch hour to 30 minutes.
- Employees continue to work Monday - Friday.

Any questions or further guidance for policy interpretation and implementation should be directed to the Human Resources Director.

### **Disciplinary Action**

An employee found to have violated this policy may be subject to disciplinary action, up to and including, termination.

### **Exceptions**

#### Emergency Medical Services, Sheriff's Office Employees

The standard work week is Monday through Sunday.

#### E-911 Telecommunications Employees

The standard work week is Sunday through Saturday.

### **Reference**

Replaces: Work Week Policy, HR024, dated 1/3/22  
Flexible/Telework Policy, HR056, dated 2/22/23