

- A. WORK SCHEDULES AND HOURS OF WORK:** Work schedules are established in accordance with federal and state law by the supervisor. Work schedules are determined based upon public service needs, productivity, use of resources, and employee requests. The normal work schedule for most employees is eight (8) hours a day, five days a week. Supervisors will advise employees of the times their schedules will normally begin and end. Employee needs, operational demands, and public service requirements may necessitate variations in starting and ending times, as well as the total hours that may be scheduled on any given day or week.

Exempt employees may be required to work more than the normal forty (40) hour a week schedule due to the nature of their work. Work schedules of exempt employees are determined by the Division Head.

- B. FLEXIBLE WORK HOURS:** Any alternative work schedule or flextime proposal that permits an employee to work other than normal work hours must be previously approved in writing by both the employee and Division Head consistent with Superior Court policy. A flextime schedule once established should not be changed except upon approval of the Division Head. A non-exempt employee's total hours worked for any pay period should be the same whether they are on a flextime schedule or not, consistent with their employment classification.

C. TARDINESS AND ABSENCE:

1. All employees are required to be at the job site and prepared to work by starting time of the work shift. If an employee is unavoidably detained or unable to report to work, notification shall be made to the immediate supervisor or Division Head. Generally, such notification shall be provided in advance of starting time. In cases involving extraordinary circumstances, serious illness or emergencies, wherein an employee cannot report to work prior to the start of the work shift, the employee should notify their supervisor or Division Head as soon as possible, but no later than two (2) hours after the start of the work shift. Exceptions to this Rule may be permitted if extenuating circumstances exist. Failure to notify without good reason shall constitute an unauthorized absence without pay and be the basis for disciplinary action.
2. Time off work with pay shall be allowed only as provided in these Rules for compensatory time, paid holiday time or various paid leaves.
3. Frequent tardiness or absences are disruptive to the operation of the Court and may result in disciplinary action up to and including dismissal for cause.

- D. LUNCH PERIODS:** Generally, one hour is the allotted time for employee lunch periods. Lunch periods shall be scheduled in such a manner that Judicial offices remain open throughout the entire business day. Employees are expected to utilize their lunch period during the time designated by their supervisors.
- E. BREAKS:** Rest breaks may be granted at the Division Head's discretion as a principle of sound personnel management, not as a right of employment. Divisions generally offer one 15-minute break in the first half of the day and one 15-minute break the second half of the day. Break time may not be taken at the beginning or end of a work shift, immediately before or after lunch or be applied towards an alternative work schedule. Supervisors will discuss with employees how to schedule and observe their breaks.