

## **POLICY 401 HOURS OF WORK**

1. **Purpose.** To provide employees with regular work hours and work schedules while ensuring staffing coverage necessary for effective County operations.
2. Business Hours.
  - 2.1 See County Code 2.09.010 Business hours.
3. Flexible Schedules.
  - 3.1 The purpose of flexible schedules is to enhance the ability of the County to fulfill its responsibilities, to render services to the public, and to enhance employee morale.
  - 3.2 A flexible schedule may be worked out with the prior approval of the department head, or designee, and affected employee(s).
  - 3.3 The department head, or designee, may discontinue the flexible schedule. When discontinuing or altering an established flexible schedule, the department head will normally provide the employee with two (2) weeks advance notice of such change.

### **POLICY 401 HOURS OF WORK**

Effective Date: January 1, 2012

Revised Date: August 10, 2018

*Eau Claire County*  
Employee Policy Manual