



Personnel Policy

Workweek

Control Number
HR024

Policy Date
06/05/06

Revision Date
01/03/22

Purpose

To establish the workweek for the purposes of pay

Scope

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

General Statements

The standard workweek is Saturday through Friday.

Exceptions

Sheriff's Office, Jail, and Emergency Medical Services

The standard workweek is Monday through Sunday.

E-911 Telecommunications

The standard workweek is Sunday through Saturday.

Reference

Replaces: Personnel Policy dated, June 5, 2006
Article, V, Conditions of Employment, Section 1. Work Week