



Hours of Work

Original Effective Date: May 8, 2017	Review / Revision Date:	Administrative Procedure: 2017.05.001
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Maintenance Steward: Health Commissioner History: New Revised Archived

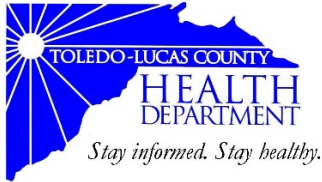
Organizational Scope:
 Full Agency Administration Community Services Environmental Health Health Services

Frequency of Review:
 Annually Biennially 5 Years As Needed Other:

Location:
 G-Drive: G: → Users → Common → Policies & Procedures
 Website: www.lucascountyhealth.com/employee-login/
 Hardcopy: TLCHD Policy & Procedure Manual, HR Office
 Archived Version(s): G: → Users → Common → Policies & Procedures

Requisite Signatures

<input checked="" type="checkbox"/>  Health Commissioner	<u>05-11-17</u> Date
<input checked="" type="checkbox"/>  Director of Administrative Services	<u>5/15/2017</u> Date
<input checked="" type="checkbox"/>  Director of Environmental Health & Community Services	<u>5-11-17</u> Date
<input checked="" type="checkbox"/>  Director of Health Promotion & Policy Integration	<u>5-11-17</u> Date
<input checked="" type="checkbox"/>  Director of Health Services	<u>5-15-17</u> Date
<input checked="" type="checkbox"/>  Director of Human Resources	<u>5-15-17</u> Date



Hours of Work

I. Scope

These procedures apply to all staff of the Toledo-Lucas County Health Department.

II. Purpose

The purpose of this SOP is to define the standard operating hours of the Toledo-Lucas County Health Department and to provide guidelines for establishing appropriate work hours.

III. Background

The Toledo-Lucas County Health Department's official hours of operation are Monday to Friday between the hours of 8:00 am to 4:45 pm. During this time, all organizational units are expected to be open for business and appropriately staffed to meet the public health needs of Lucas County. Certain organizational units may have special or varying hours to meet the needs of the public or by requirement of the Health Commissioner.

IV. Hours of Work

- A. The official work week shall consist of five (5) consecutive weekdays (Monday-Friday) from 8:00 am to 4:45 pm but may vary in accordance with the provisions in section **VI. Compensatory, Flex, & Overtime**.
- B. The Department will be closed during recognized, paid holidays each year. These include:
 - 1. New Year's Day
 - 2. Martin Luther King Day
 - 3. Good Friday
 - 4. Memorial Day
 - 5. Independence Day
 - 6. Labor Day
 - 7. Columbus day
 - 8. Veteran's Day
 - 9. Thanksgiving Day
 - 10. Day After Thanksgiving
 - 11. Christmas Eve
 - 12. Christmas Day; and
 - 13. One half day on New Year's Eve
- C. During official work hours, all offices/organization units shall be open for business unless administratively exempted and/or programmatically unfeasible.
- D. All organizational units are to be adequately staffed during official work hours to fulfill their duties and the shared responsibility to ensure the mission of the Toledo-Lucas County Health Department is accomplished.

- E. All staff must punch-in/out at the start/end of their workday unless exempted from punching-in/out by the Health Commissioner (e.g., physicians, etc.)
 - 1. If an employee begins or ends their day off of Health Department premises and is not a "field employee," they must document their time in Kronos and punch-in upon their return to the department or punch-out on their scheduled departure.
 - 2. Field Employees with a Xora phone may punch-in and out in the field or on Health Department premises.
- F. To adequately meet the public health needs of Lucas County, some programs or organizational units may require alternative schedules, including evening, weekend, and holiday hours.
- G. Supervisors may approve employees to vary work hours in accordance with section VI provided it will not be detrimental to departmental operations or to the workload of other employees.
- H. Employee attendance at meetings, trainings or other events on behalf of the department will be considered hours of work and therefore will be compensated time if management requires and authorized attendance.

V. Lunch & Breaks

- A. Employees shall be permitted a forty-five (45) minute, unpaid lunch break between 11:00 am and 2:00 pm.
 - 1. Employees may deviate from this time period only if they have notified their supervisor and received supervisory approval.
 - 2. Employees may combine one break with their lunch period if taken between 11:00 am and 2:00 pm with prior approval of their supervisor.
 - 3. Employees who are scheduled to work six (6) hours or less will be provided one (1) fifteen (15) minute paid break during each workday; typically this break will be taken during the middle of the employee's work schedule.
- B. Staff working more than six (6) hours must take a full lunch break each day, except when prior arrangements have been made with their supervisor.
- C. Staff are **not** required to punch-out/in for lunch breaks.
- D. Employees are permitted to take up to two (2) paid breaks, fifteen (15) minutes in duration, per each work day.

1. One break shall be taken in the first half of the day, and the second break shall be taken in the second half of the day.

VI. Compensatory, Flex, & Overtime

- A.** TLCHD employees may flex their work hours with prior approval of their supervisor.
 1. Employees must use flex hours within the same pay-period unless approval to carry-over to the following pay period is granted by their supervisor.
- B.** An employee who has worked overtime shall be allowed to receive compensatory time in lieu of overtime pay at the appropriate overtime rate, if the employee so elects.
- C.** Employees are not permitted to work overtime without the prior approval of their supervisor or department director.
 1. For the purposes of overtime compensation, only hours worked in excess of 40 during a workweek will be counted as overtime hours.

VII. Maintenance

A. Review

1. The *Hours of Work SOP* is to be reviewed every five (5) years to ensure compliance with both agency and accreditation standards.

B. Revision

1. All changes made to this SOP are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement (if applicable).
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

VIII. Glossary

- A. Field Employees:** any staff whose routine duties involve working away from the main Health Department Campuses (i.e. school nurses, sanitarians, etc.).

Record of Change

(Required for all procedures)

Date of Change	Changes Made By	Changes Made/Notes	Approved By