



The standard work week for each full time employee shall be 40 hours during a given seven day work week. The work week begins at 12:01 a.m. Sunday and ends at midnight on the following Saturday. For questions, see Human Resources.

Each employee shall have a regular work schedule and complete HR-012H, a Regular Work Hours Request form, to establish his/her regular work schedule.

All employees who receive a meal period without pay of one (1) hour or a half (1/2) hour, as designated by the Appointing Authority, shall receive that period near the mid-point of their work shift. It will be the supervisor's responsibility to schedule coverage for meal breaks. If an emergency situation arises which is beyond the point of control of the immediate supervisor, meal periods may be delayed until relief from another employee may be obtained. If the Appointing Authority requires an employee to work or discuss work during a meal period such time shall count as time worked and the employee shall be compensated to the nearest quarter-hour for that time or be given additional time to provide them with the employee's full lunch period.

Employees may not elect to forgo meal periods for the purpose of accruing time off or overtime.

Those employees required to work a continuous eight hour shift shall be allowed an opportunity to eat, but must remain available to work. Employees may bring, store and eat food in designated worksite locations. However, the parties acknowledge some employees may also be required to participate in the agency meal process with clients or patients as a requirement of their job.

*Reference: K.A.R. 1-9-1, 10.9 Flex Time*