



## Workweek

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### 1.0 POLICY

It is the policy of the County of Lee to operate on a standard workweek to provide service to the public.

### 2.0 DEFINITIONS

None.

### 3.0 PROCEDURE / RULE

**3.1** The standard workweek for all employees of the various departments of the county, with the exception of Sheriff's Department and Jail shall be forty (40) hours normally worked from 8:00 am until 5:00 pm, Monday through Friday, with one (1) hour permitted for lunch. Department Directors shall work the hours necessary to ensure the satisfactory performance of their departments, but not less than forty (40) hours per week. When the activities of a particular department require some other schedule to meet work needs, the County Manager may authorize a deviation from the normal schedule.

**3.2** Various departments such as Library, Youth Services, General Services and Health Department may have schedules that differ from the regular Monday through Friday standard; however their employees will still adhere to a forty (40) hour workweek.

**3.3** All employees are responsible for clocking in and out of the time collection system daily. Employees should notify their direct supervisor if they fail to clock in or out. Failure to clock in or out on a continuous basis could lead to disciplinary action up to and including dismissal.

### 4.0 APPENDIX / APPENDICES

None.