

I. PURPOSE

To provide a consistent application of workday and workweek terms.

II. POLICY

A. Workday

The workday begins at 12:01 A.M. and ends at midnight. A regularly scheduled workday is normally eight hours (not including unpaid time for meal periods).

B. Workweek

The workweek is 12:01 A.M. Monday through Sunday midnight. The normal full-time schedule is 40 hours per week or as otherwise determined by the Agency.

C. Work Schedule

The normal work schedule is eight (8) hours per day and forty (40) hours per week. Normal work shift is Monday through Friday, 8:00 AM to 5:00 PM, however, other shifts may at times become necessary.

Exceptions may only be made after review and approval by the department supervisor.

D. Pay Periods and Pay Days

Paydays are every other Friday.

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