

MACOMB COUNTY HUMAN RESOURCES POLICY

HOURS OF OPERATION

WORK DAY:

County offices hours of operation may vary, however, the County's hours of operation are generally 8:00 a.m. to 5:00 p.m., Monday through Friday. In addition, departments may create extended hours in order to meet the needs of the department.

MEAL AND REST PERIODS:

Full-time employees that work seven and one-half (7.5) hours per day, five (5) days per week, shall have a one-hour unpaid meal period each workday. Full-time employees who work eight (8) hours per day, five (5) days per week shall have a one-half hour paid meal period.

Full-time employees shall normally have two (2) fifteen (15) minute paid rest periods, one during the first half of the shift and one during the second half of that shift. The times at which these rest periods are taken is subject to the discretion of the Department Head in order to ensure effective department operations.

Part-time employees are not eligible for paid meal and rest periods.

Employees shall not accrue, accumulate or be paid for meal and rest periods not taken.

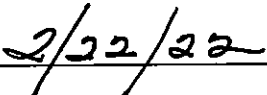
WORK WEEK:

The normal work week is five days of work in a seven day period.

The County reserves the right to establish or alter hours of operation at its sole discretion.



Office of County Executive



Date

Approved: July 8, 2014
Revised: February 1, 2022