



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

Working Hours Scheduling

Revised Date: July 14, 2008

I. Working Hours Scheduling

- A. The Elected Official/Department Head has the right to establish and schedule reasonable work hours, rules, overtime, and working conditions as required, in order to accomplish the County's service and work requirements and comply with applicable statutes.
- B. Office hours for employees of El Paso County shall generally be based on an eight hour work day, Monday through Friday, to be determined by the Elected Official/Department Head who shall also determine the time allocation for lunch periods. However, a Department Head may establish flexible work schedules.
- C. Flexible Schedules/Flex Time. This Policy establishes a flexible work schedule and flexible working hour programs including a compressed workweek for County employees.
- D. County offices must be sufficiently staffed at all times during regular office hours.
- E. Flexible schedules must comply with basic public sector public accountability rules that require employees to be paid only for time worked or accrued leave taken.
- F. The use of a flexible schedule and/or flexing working hours must be approved in advance by the respective Department Head or Elected Official.
- G. Like the normal work schedule, all work performed before or after regular office hours must be productive and beneficial to the mission of the department.
- H. Flexible, compressed, or modified work schedules may be approved by Department Heads, if:
 - 1. The work schedule is established in writing;
 - 2. The work schedule does not result in the accrual of comp (compensatory) time or overtime by the participating employee; and
 - 3. The proposed work schedule is approved by the Chief Human Resources Officer.
- I. A compressed workweek is a full-time weekly work schedule completed in less than five (5) days. An example is working four (4) ten (10) hour days.
- J. A modified work schedule shifts daily work hours from the traditional 8:00 a.m. to 5:00 p.m. day. Examples include working 7:00 a.m. to 4:00 p.m., 7:30 a.m. to 4:30 p.m., and 9:00 a.m. to 6:00 p.m.
- K. In order to maintain budget, an employee will not be permitted to work a compressed workweek during any week that contains a County observed holiday.

- L. Scheduling of work is a management right. Flexible schedules are subject at all times to revocation or alteration by the Department Head or Elected Official to meet staffing needs, to achieve performance initiatives, or failure by the participating employee to work the necessary hours for flexing.
- M. Any leave time taken will be based on the hours the employee was scheduled to work. For example, an employee working four (4) ten (10) hour work days takes a day off for vacation. They would utilize ten (10) hours of accrued vacation leave.
- N. The work day will generally include two (2) breaks not to exceed fifteen (15) minutes each; one during the first part of the work day, the second one in the second half of the work day. Break periods are not mandatory and may not be accrued. The lunch period is time in addition to the scheduled work day.