

Chapter 5 – Operations of the LDSS

B. Work Schedules

1. LDSS Director to Determine

The local director shall set and adjust the work schedules for employees in consideration primarily of the needs of the LDSS clients and the general public. Schedules may change as operational needs change. When schedules are updated, the LDSS must accurately reflect the new schedule in all timekeeping records required by the FLSA and make necessary adjustments to leave accrual calculations. Employees must only be compensated for the number of hours actually worked.

2. Adjustments to Regular Schedules

- a. In emergency situations, an employee's schedule may be adjusted temporarily if such adjustment is approved by the supervisor or local director.
- b. With the exception of providing accommodations for a disabled employee or for Family and Medical Leave purposes, an employee's regular work schedule may not be adjusted to meet the employee's personal needs except on an occasional basis.

3. Lunch-Meal Periods and Rest Breaks

The local director is responsible for scheduling ~~lunch~~ meal periods and other breaks as described below, with the least disruption possible to the LDSS operations.

a. ~~Lunch~~ Meal Period

- (1) Employees who work at least six consecutive hours shall be afforded a ~~lunch~~ meal period (~~lunch meal period~~) of at least 30 minutes and not more than 60 minutes. An employee cannot work through the ~~lunch~~ meal period without the permission of the supervisor.
- (2) Meal periods 30-60 minutes in length shall not be included on timesheets in the count of hours worked per day unless the supervisor has designated the lunch break as part of the work schedule. When employees are required to work during their lunch, that period shall be included on timesheets as hours worked.

b. ~~Discretionary~~ Rest Breaks

- (1) The local director may grant employees who work an eight-hour day or longer a maximum of one 15-minute rest break before and one 15-minute rest break after the required meal period. Rest breaks are included on timesheets as hours worked.
- (2) Time exceeding 15 minutes during a rest break is not included on timesheets as hours worked.

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c. Impermissible Use of Lunch Meal Period and/or Breaks

- (1) The lunch meal period and the break(s) must be used separately and may not be used to extend the lunch meal period and/or breaks unless permission is obtained from a supervisor in advance.
- (2) Neither the lunch meal period nor the break(s) may normally be used to “make up” for an employee’s late arrival or early departure, or to cover time off for other purposes. Late arrivals and early departures are not permitted without permission of the supervisor.

4. Alternate Work Schedules

- a. A LDSS may implement work schedules that differ from the standard workweek (typically a five-day, 40-hour per week schedule), if such schedules are deemed to promote efficient LDSS operations.
- b. Work schedules may be adjusted during the work period by the supervisor, without the consent of the employee, to avoid overtime hours.
- c. Alternative work schedules may include, but are not limited to, flexible work schedules (e.g., flexible start and end times with core hours), compressed work schedules (e.g., four 10-hour days), rotational shifts, and job-sharing. Alternative work schedules may be terminated by the supervisor at any time.
- d. During emergency situations, the LDSS may schedule employees to work outside their normal work hours and employees will be required to work the assigned hours.

5. Overtime Hours

- a. A non-exempt employee may work overtime hours only as authorized by the supervisor or the local director.
- b. Employees are expected to work overtime hours as required.
- c. An employee taking approved annual or sick leave during the workweek may also be asked to work additional hours during the same work week. With the approval of the employee, the LDSS may substitute the additional hours worked for hours of leave.

C. Employee Responsibilities

1. Report as Scheduled

Employees are required to adhere to their work schedules by reporting to work at the specified starting time, departing at the specified ending time, and taking lunch meal periods and breaks as assigned.

2. Notice to Supervisor

An employee is expected to notify the supervisor as soon as possible if they are unable to adhere to the work schedules.