

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 105-07

Eff. 2/21/12

WORK SCHEDULES

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The work week for the county shall be defined as beginning at 12:01 a.m. on Sunday and ending at 12:00 midnight the following Saturday. County offices are normally open from 8 a.m. until 5 p.m. each week day, unless an alternate work week schedule is approved by the County Commission.

Work schedules for employees vary throughout Grand Forks County. Supervisors will advise employees of their individual work schedules.

Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Department Managers may offer flex schedules for their employees. Flexible shifts may be allowed as long as the offices are staffed during reduced hours of operation. Naturally if vacations etc. prevent coverage during 8 a.m. to 5 p.m. other employees would adjust their schedule. As an example here are three potential shift schedules that employees may work.

- 8:00 am - 4:30 pm with a half hour for lunch
- 8:00 am - 5:00 pm with one hour for lunch
- 8:30 am - 5:00 pm with a half hour for lunch