COUNTY OF ORANGE, VIRGINIA
PERSONNEL POLICIES MANUAL

HOURS OF WORK

POLICY NO.: 3.5

EFFECTIVE: 11/1/96
REVISED: 7/15/98
10/1/98
4/1/01
9/1/06

OVERVIEW: This policy establishes the County's normal hours of business operations, the hours of work for the regular, full time workforce, and alternative scheduling.

SCOPE: This policy applies to all regular, full time employees.

PROVISIONS:

A. Hours:

The County's normal hours of business operations vary according to department. County Administration Offices will maintain office hours of 8:00 am to 5:00 pm Monday through Friday. Depending on work requirements, the normal work week may include weekend and/or evening work.

Typically, full time employees are expected to work a forty hour week (excluding the lunch break). Firefighter/medics, other than those whose primary duties are administrative rather than providing services, will be expected to work hours in accordance with their shift schedules.

Notice of changes in the work schedule will be announced in writing by Constitutional Officer and Department Directors. Copies of these notifications will be filed in the County Administrator's office.

B. Meals and Breaks:

Within a work day, employees receive a lunch break of up to sixty (60) minutes. The lunch period will not be included in the total hours of work required per day.

Nonexempt employees are prohibited from performing job related duties while on an uncompensated lunch break.

Work Record Full-Time, Non-Exempt Sheriff's Office Employee
28 Day Cycle

Name _____ Employee Number _____ Department _____

Comp Time For Accrual _____ Overtime Hrs to be Paid _____ Pay Rate _____ Overtime Pay _____

	Week 1							Week 2							Week 3						
Day	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Date																					
Hours Worked																					
Special Event Worked																					
Leave Taken																					
Sick Leave Taken																					
Comp Time Taken																					
Holiday																					
Admin Leave																					

	Week 4							Week 5													
Day	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Date																					
Hours Worked																					
Special Event Worked																					
Leave Taken																					
Sick Leave Taken																					
Comp Time Taken																					
Holiday																					
Admin Leave																					

Total Hours For Period	
Total Special Event Hours	
Other Overtime	
Overtime Hours Earned	

Note 1: Express all hours in decimal format (i.e. 30 min = 0.5 hours)

Note 2: Express time to nearest 15 min (0.25 hours)

Employee _____ Department Director _____

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Form 3.5.1

Work Record Full-Time, Non-Exempt Fire and EMS Employee
28 Day Cycle

Name _____ Employee Number _____ Department _____

Comp Time For Accrual _____ Overtime Hrs to be Paid _____ Pay Rate _____ Overtime Pay _____

	Week 1							Week 2							Week 3						
Day	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Date																					
Hours Worked																					
Leave Taken																					
Sick Leave Taken																					
Comp Time Taken																					
Holiday																					
Admin Leave																					

	Week 4							Week 5													
Day	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Date																					
Hours Worked																					
Leave Taken																					
Sick Leave Taken																					
Comp Time Taken																					
Holiday																					
Admin Leave																					
								Total Hours For Period													
								Overtime													
								Overtime Hours Earned													

Note 1: Express all hours in decimal format (i.e. 30 min = 0.5 hours)

Note 2: Express time to nearest 15 min (0.25 hours)

Employee _____ Department Director _____

Form 3.5.3

40 Hour Week

Name _____ Employee Number _____ Department _____

Comp Time For Accrual _____ Overtime Hrs to be Paid _____ Pay Rate _____ Overtime Pay _____

	Week 1							Week 2							Week 3						
Day	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Date																					
Hours Worked																					
Leave Taken																					
Sick Leave Taken																					
Comp Time Taken																					
Holiday																					
Admin Leave																					
Carry-over Hours (Work)																					
Carry-over Hours (Other)																					
Total Hours For Week																					
Overtime																					
Overtime Hours Earned																					

	Week 4							Week 5							Week 6						
Day	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Date																					
Hours Worked																					
Leave Taken																					
Sick Leave Taken																					
Comp Time Taken																					
Holiday																					
Admin Leave																					
Total Hours For Week																					
Overtime																					
Overtime Hours Earned																					

Note 1: Express all hours in decimal format (i.e. 30 min = 0.5 hours)

Note 2: Express time to nearest 15 min (0.25 hours)

Employee _____ Department Director _____

Report Period Parks and Recreation: 14th through 13th
Reporting Period All Others: 20th through 19th

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