

**BREVARD COUNTY
MERIT SYSTEM PROCEDURES
PROCEDURE VII**

Title: **HOURS OF WORK**

I. PURPOSE AND SCOPE

To implement the Hours of Work Policy.

II. DEFINITIONS AND REFERENCES

Merit System Policy VII, Hours of Work

III. SCHEDULED HOURS OF WORK

- A. Each appointing authority, subject to approval of the County Manager, or his designee, shall establish the scheduled hours of work for employees within his/her unit. To be considered fulltime positions, such hours shall not be less than the minimum hours of a normal work week, and shall, as far as practical, be uniform for employees in the same unit assigned the same duties.
- B. The Office of Human Resources shall be furnished a schedule of hours for use in recruitment of new employees.

IV. NORMAL WORK DAY AND WORK WEEK

When the operational and service needs of the County require a work schedule different from the normal work week described above, the appointing authority or his designee is authorized to change or adjust any work schedule upon receiving approval from the County Manager, or his designee.

V. OVERTIME

- A. Except for emergencies or in cases where overtime is dictated by the Department/Office's Standard Operating Procedures, all overtime must be approved in advance by the appointing authority or a subordinate supervisor; if such authority to approve overtime has been specifically delegated.
- B. It is the responsibility of the appointing authority to ensure accurate records of all hours, including overtime, worked are maintained.

VI. TIMESHEETS

- A. Timesheets shall be signed by the supervisors certifying that all overtime documented on the timesheet was preapproved or in accordance with standard operating procedures and that absence and attendance hours and codes are accurate to the best of their knowledge.

VII.RESERVATION OF AUTHORITY

The authority to issue and/or revise this Procedure is reserved to the County Manager.