


Grant County Personnel Policy

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APPROVED:  Cindy Carter, Chair, Board of County Commissioners	03-30-17 Date Signed
LAST REVISED: 0630/2015	CONTACT: Human Resources

701 – Hours of Work

701.1 The workweek commences Sunday at 12:01 a.m. and ends the following Saturday evening at Midnight. The standard workday is either eight (8) hours or ten (10) hours, as determined by the employer, for full-time non-exempt employees. Workday lengths for exempt employees are determined primarily by their positions. Standard business days are Monday through Friday. Standard business hours are from 8:00 a.m. to 5:00 p.m. daily. Lunch periods are unpaid, and thirty (30) or sixty (60) minutes in length.

701.2 Subject to the office/department's needs, employees may work various shifts, including shifts outside of the above standards. An employee's shift may be changed as business conditions and needs change. If applicable, employees may request a shift change in writing from their supervisor. A reasonable effort will be made to accommodate an employee's request for a shift change, subject to business and service needs of the organization and the public, as determined by the employer.