

## **BRAZORIA COUNTY POLICY WORK SCHEDULE AND WORKWEEK**

### **WORK SCHEDULE**

1. The normal hours of work for most positions in the County are from 8 a.m. until 5 p.m. Monday through Friday.

### **EXCEPTIONS**

2. In order to meet the needs of the County, certain department employees may be required to work a schedule that varies from the normal work schedule. Certain employees may be subject to call-out in case of emergency or special need.
3. The need for schedules that vary from the normal schedule will be determined by each department head.

### **WORKDAY**

4. The workday for the County will begin at 12:01 a.m. each day and end 24 consecutive hours later.

### **WORKWEEK**

5. For purposes of recordkeeping and to determine overtime in compliance with the Fair Labor Standards Act (FLSA), the workweek for the County will begin at 12:01 a.m. on each Saturday and end at midnight on the following Friday, for a total of 168 hours per week.
6. Pursuant to Section 207(k) of the Federal Fair Labor Standards Act (FLSA) and 29 C.F.R. Part 553, a "14 Consecutive-Day Work Period" shall apply to all regular full-time, non-exempt law enforcement personnel assigned to the Sheriff's Office Enforcement and Detention Divisions, and any personnel in positions designated by an elected Constable, who are required to work a twelve (12) hour shift schedule or who are regularly required to provide essential law enforcement services. Under this work period, a maximum of eighty-six (86) hours shall be worked during each fourteen (14) consecutive-day work period before compensatory time and/or overtime compensation is applied.