

105 – WORK SCHEDULE

A. Work Week

The Court System's work week is from Monday through Sunday.

1. A full-time employee is regularly scheduled to work at least 40 hours each week.
2. A part-time employee is regularly scheduled to work fewer than 40 hours each week.

B. Alternate Work Schedule

1. The Court System is interested in alternative work schedules as a method of staff retention through work/life balance. The Court System recognizes alternative work scheduling is an opportunity to maintain employee productivity through various forms of creative work scheduling.
2. The alternate work schedule must be pre-approved by the employee's supervisor. The approved schedule depends on the nature of the work of the individual, section, or unit. The alternate work schedule must ensure that:
 - a. Service to the public remains available between the hours of 8 a.m. and 5 p.m.;
 - b. Adequate supervisory personnel are available; and
 - c. Sufficient knowledgeable staff is available to respond in a timely manner to service requests.
3. An alternate work schedule may not result in accrual of overtime under the Fair Labor Standards Act.
4. In weeks containing paid holiday hours, adjustments will need to be made for employees on alternate work schedules. The employee and the employee's supervisor will need to work together to determine the work schedule during those weeks.
5. A supervisor may adjust work schedules to accommodate staff absences, workload fluctuations, or unusual employee circumstances.

C. Breaks and Lunch Periods

1. An employee is allowed one paid 15-minute break for every four hours of work. An employee may not to use a break to start work late, leave work early, or extend the lunch period. If an employee is unable or chooses not to take a break, it may not be made up at a later date.
2. An employee will be scheduled for one unpaid lunch period during each regular workday. The lunch period can be 30-60 minutes long, as agreed to by both the employee and the supervisor.

D. Nursing Mother Breaks

1. An employee will receive reasonable break time to express breast milk for a nursing child for one year after the child's birth. The location must be in a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public.
2. An employee may use the employee's paid 15 minute breaks. Because the frequency and duration to express milk will vary, annual leave or a flexible schedule to make up any additional time needed must be used. Use of annual leave or a flexible schedule must be pre-approved by the supervisor.

Approved by the Supreme Court 4/1/12; amended 4/4/12 effective 4/15/12