

**Kingman County
Kansas
Personnel Policy Manual**

**Policy #19
Work Schedules and Breaks**

Commission Approved
Date: 2/6/2006

19 Work Schedules and Breaks

- 19.1 A workday or work shift shall be eight hours. A workweek shall be five days, making a normal work week 40 hours. Exceptions to these definitions may occur in certain departments, due to the nature of the work performed, with the approval of the Board of County Commissioners.
- 19.2 Generally, for employees who work in an office and have public contact, the workday shall begin at 8:00 a.m., and end at 5:00 p.m. There will be available a one hour lunch break and one 15-minute break each in the morning and afternoon. Department heads may change work schedules on a temporary basis, not to exceed eight hours in a day, to meet special circumstances. For employees not working in an office open to the public, department heads may set other comparable schedules or arrangements according to the demands of the work performed.
- 19.3 It is left to the discretion of each department head to work out satisfactory schedules for lunch breaks and breaks.
- 19.4 The times allotted in this policy for lunch break (one hour) and for breaks (15 minutes each, morning and afternoon) are intended as the total time to be taken off work, including travel time.
- 19.5 It is strictly prohibited to drive public (County) vehicles to and from work sites/locations for the purpose of breaks or lunch, unless the employee is already away from the employee's home office in a public vehicle, or unless the employee is permanently assigned a County vehicle.
- 19.6 This policy shall not apply to law enforcement personnel or detention officers.