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STANDARD WORK WEEK - GENERAL

General office hours are 8 a.m. - 5 p.m. Monday through Friday, or as stated by the (Position/Title). Employees may be asked to work modified hours as department needs vary.

Lunch periods are determined by the employee's immediate supervisor and scheduled such that all departments are adequately staffed through the day.

The established standard work week hours shall not be construed as a guarantee of or a limitation upon the number of hours for which an employee may be scheduled to work in any given period of time.