

## **Legal and Liability**

- Workers' Compensation: Employees are covered by Georgia workers' compensation during their designated work hours while performing official duties. Injuries must be reported immediately.
- FLSA Compliance: Non-exempt employees must accurately record all hours worked and are prohibited from working overtime without prior written authorization.

Note: This policy is subject to annual review and may be modified or terminated at any time at the discretion of the Irwin County Board of Commissioners.

## **Work Hours**

In General, the minimum work hours for covered employees will be forty (40) hours in a seven (7) day work period. Because of the differences in job requirements in the different departments, the required work week will vary from job to job and department to department.

Overtime is occasionally required, sometimes unexpectedly. All overtime must be approved by your manager or supervisor. It is the responsibility of all employees to notify your manager or supervisor if you believe a project or assignment will necessitate overtime. See the policy below regarding overtime and compensatory time. Employees shall not clock in earlier than 7:55 a.m. each morning.

## **Lunch**

Lunch breaks should be coordinated with your supervisor depending on the work schedule and department needs. Generally, lunch breaks for all non-exempt employees is one hour and is unpaid. This break is deducted from your daily time. Employees are not allowed to take their lunch break at their desk or normal working area.

On occasion, an emergency or other occurrence may keep you from a standard lunch break. Should this happen, you are encouraged to try to find time to take a lunch break later in your shift. If you are not able to take a lunch break for some reason, you must notify the department head or your supervisor as soon as possible so that your working time can be corrected.

## **Time Reporting**

To ensure that all employees are properly paid, all non-exempt employees are required to keep a record of all hours worked. The County believes in a work-life balance and strives to limit the amount of work employee's work outside of normal business hours. However, due to our positions, certain situations may require abnormal work hours. It is the responsibility of the employee to accurately track, record and report all working hours. Hours worked include any work performed at home or off-site, even if worked outside of