

**DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**



SUBJECT: WORK WEEK AND WORK HOURS

**POLICY
NO.:**

750

- PURPOSE:** To provide guidelines for the establishment of employee work hours and to define the official work week.
- POLICY:** Management is responsible for establishing work hours/shift for each employee that includes a regular starting time and ending time, and appropriate lunch and rest breaks in accordance with the Los Angeles County Code and applicable Memorandum of Understanding (MOU).
- GUIDELINES:** An official work week is defined as five days of work per week for a total of 40 hours. Management shall comply with County regulations, applicable MOUs and the Fair Labor Standards Act when establishing an employee's work week.
- A normal workday consists of eight (8) consecutive hours exclusive of at least a 30 minute lunch period and inclusive of two (2) fifteen (15) minute rest periods to be taken as determined by management in accordance with Los Angeles County Code provisions and applicable MOU. A rest period should be taken approximately midmorning and midafternoon, they shall not be accumulated or combined to lengthen the lunch period, shorten the workday or to make up tardies or absences.
- Management shall ensure that the scheduling and taking of rest periods shall not interfere with essential workload coverage nor adversely affect the ability of the facility/organization to accomplish its mission.
- The number of work hours per day and week may vary based on employee agreement of an alternate work schedule.
- Management shall provide advance written notice to employees of work schedule changes, as required in applicable MOUs.
- When determined to be necessary for the service needs of the Department, persons employed as Physician, M.D. Post Graduate (1st-7th Year); M.D., Dental Intern or Resident may be required to work more than a basic 80 hours in any one calendar week without compensation or time off for such overtime worked.

APPROVED BY:

EFFECTIVE DATE: February 1, 2005

SUPERSEDES: DHS Policy 750
"Work Week," 8/16/78

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CROSS

REFERENCE: DHS Policy Nos:
751 "Attendance"

AUTHORITY: Los Angeles County Code, Chapter 6.12
Fair Labor Standards Act
Applicable MOU

EFFECTIVE

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