

DRUG CHEMISTRY SECTION POLICY AND PROCEDURE MANUAL		
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Work Schedules

The normal work schedule for Drug Chemistry Section employees will be an 8 hour day, **8:00 AM to 5:00 PM, Monday through Friday**. Section employees have the option of working a **flex** schedule; that is, shifting the normal work schedule either to begin prior to 8:00 AM or after 8:00 AM. Allowable flex schedules in the Drug Chemistry Section are as follows:

6:30 AM - 3:30 PM, Monday - Friday
7:00 AM - 4:00 PM, Monday - Friday
7:30 AM - 4:30 PM, Monday - Friday
8:30 AM - 5:30 PM, Monday - Friday
9:00 AM - 6:00 PM, Monday - Friday

As stated in the Office of State Personnel Manual, Employment and Records, Section 3, Page 10, "a meal period may not be used to shorten a work day" (either at the beginning or at the end). "A bona fide meal period is a span of at least 30 consecutive minutes during which an employee is completely relieved of duty.

If an employee desires to work a flex schedule, a request must be submitted to the supervisor. Once approved, the flex schedule will become the employee's normal work schedule. Section employees are required to be at work during their normal work schedule. Exceptions to this policy require prior approval from the supervisor.

Section employees who work before 6:00 AM or after 11:30 PM must have prior approval from the supervisor. Exceptions to this policy would involve Bureau related travel, court, training activity, crime scene work, or instrument problems.