

**TRACE EVIDENCE POLICY/PROCEDURE 96-TES-6**

**TO:** All Trace Evidence Staff

**FROM:** SAC Troy Hamlin

**SUBJECT:** Alternate Work Schedules

**EFFECTIVE DATE:** March 27, 2000

A true form of flex time is not practiced within the Trace Evidence Section. Rather, alternate work schedules are evaluated upon request.

Allowable alternate work schedules in the Trace Evidence Section are as follows:

- 7:00 am - 4:00 pm, Monday through Friday
- 7:30 am - 4:30 pm, Monday through Friday
- 8:30 am - 5:30 pm, Monday through Friday
- 9:00 am - 6:00 pm, Monday through Friday

For overtime purposes the work day will not begin prior to 6:00 am and will end prior to 11:00 pm.

The normal working hours of the Trace Evidence Section are 8:00 am - 5:00 pm, Monday through Friday.

If you desire to change your work schedule you must submit a memorandum of request to the Supervisor.

Once approved, the alternate work schedule requested will become your work schedule until you desire a change. The absence of a request will automatically place you in the normal working hour category.

