

TRACE EVIDENCE POLICY/PROCEDURE 96-TES-6

TO: All Trace Evidence Staff

FROM: Supervisor Troy Hamlin

SUBJECT: Alternate Work Schedules

EFFECTIVE DATE: January 29, 1996

A true form of flex time is not practiced within the Trace Evidence Section. Rather, alternate work schedules are approved each January to be effective the remainder of the calendar year.

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 work an alternate work schedule for any calendar year, you must submit a memorandum of request to the Supervisor prior to January 31 of that calendar year.

Once approved, the alternate work schedule requested will become your work schedule for the entire calendar year. The absence of a request will automatically place you in the normal working hour category.

