

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Compensation
Section 303 – Work Schedules

1. Policies

- a. To better serve our customers after 5:00 p.m., the Partnership for Children of Cumberland County, Inc. (PFC) offers employees three work schedule options:
 - i. M-F 8:00 – 5:00
 - ii. M-Th 7:30 – 5:30 with ½ day off on Friday
 - iii. M-Th 8:00 – 6:00 with ½ day off on Friday

Note:

The staff, participating in the alternative schedule (ii & iii), will follow the below schedules during the holiday weeks.

When a holiday falls on a Monday, Tuesday, Wednesday or Thursday, all full-time staff will be paid for 8 hours for the holiday, will work 9 hours the other three days and work from 8:00 – 1:00 on Friday.

When a holiday falls on a Friday, all full-time staff will be paid for 8 hours for the holiday and will work Monday – Thursday (8:00-5:00).

- b. The work schedule selection for each employee will be documented, submitted through the appropriate department head, approved by the President and maintained in the employee's personnel file.
- c. Each workweek consists of 40 working hours. Refer to Section 306 Rest and Meal Periods concerning rest periods and lunch breaks.
- d. For timesheet purposes, the standard workweek is from Saturday at 12:01 AM through Friday at 12:00 midnight.
- e. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.
- f. The employee's supervisor must approve occasional variations from the selected work schedule.