



# Cochise County Board of Supervisors

Public Programs...Personal Service  
[www.cochise.az.gov](http://www.cochise.az.gov)

**Policy Title:** Hours of Operation and Work Schedules

**Policy Number:** 2206

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**Effective:** December 16, 2018

**Supersedes:** *Human Resources Policy Manual, Attendance & Holidays Policy, Basic Work Week and Hours of Operation Section, Reporting of Hours Section, Tardiness and Absence Section, Feb 1, 2017; p16.*

**Last Reviewed/Updated:** October 9, 2018

**Scope/Coverage:** All [County Offices](#)

**Policy Contact:** Human Resources

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1. County offices shall be open to serve the public Monday through Friday, 8:00 am to 5:00 pm, excluding [observed holidays](#).
2. The [appointing authority](#) shall determine the work schedules of the [employees](#) ensuring that essential County services are provided and that the work schedules are in accordance with all Federal or State statutory or constitutional limitations relating to hours of work (e.g. Fair Labor Standards Act ([FLSA](#))).
3. Each employee is responsible for accurately reporting all hours worked in the approved County reporting system. The appointing authority or designee shall verify that all hours worked are properly recorded on the employee's time sheet.