

**COUNTY OF ORANGE, VIRGINIA  
PERSONNEL POLICIES MANUAL**

**HOURS OF WORK**

**POLICY NO.:** 3.5

**EFFECTIVE:** 11/1/96  
**REVISED:** 7/15/98  
10/1/98  
4/1/01  
9/1/06

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**OVERVIEW:** This policy establishes the County's normal hours of business operations, the hours of work for the regular, full time workforce, and alternative scheduling.

**SCOPE:** This policy applies to all regular, full time employees.

**PROVISIONS:**

A. Hours:

The County's normal hours of business operations vary according to department. County Administration Offices will maintain office hours of 8:00 am to 5:00 pm Monday through Friday. Depending on work requirements, the normal work week may include weekend and/or evening work.

Typically, full time employees are expected to work a forty hour week (excluding the lunch break). Firefighter/medics, other than those whose primary duties are administrative rather than providing services, will be expected to work hours in accordance with their shift schedules.

Notice of changes in the work schedule will be announced in writing by Constitutional Officer and Department Directors. Copies of these notifications will be filed in the County Administrator's office.

B. Meals and Breaks:

Within a work day, employees receive a lunch break of up to sixty (60) minutes. The lunch period will not be included in the total hours of work required per day.

Nonexempt employees are prohibited from performing job related duties while on an uncompensated lunch break.