

Policy: Work Schedule	Effective Date: July 1, 2017
Number: 710-3-001	Reviewed/Revised: July 2022
Authorized By: Jill Remington Love, Executive Director	
Authority: DHRM R477-8	

**Purpose:**

The Department of Cultural and Community Engagement (CCE) is committed to maintaining a work environment and empowering for employees, and that promotes the individual value of each Department employee. This Work Schedule policy is designed to promote this commitment and to comply with DHRM rules regarding work schedules for State of Utah employees

**Policy:**

The Department of Cultural and Community Engagement (CCE)'s policy on working conditions shall comply with the Department of Human Resource Management's Rule R477-8.

All CCE employees are expected to work, or account with approved leave, an eight-hour (8) work schedule Monday through Friday, between the hours of 7 a.m. and 6 p.m., unless otherwise approved as outlined in CCE Alternative Work Schedule Policy 710-2-001, by the employee's immediate supervisor and the division director. Employees shall coordinate with supervisors if working a shift other than 8 a.m. to 5 p.m. to ensure that CCE facilities are staffed during business hours. Employee work schedules should be predictable.

Employees shall complete and submit a state approved bi-weekly time record that accurately reflects the hours actually worked, including approved time off and overtime whether approved or unapproved.

For any change in an employee's work schedule, DHA policy requires the approval of the employee's immediate supervisor and the division director or the division director's designee.