



SOUTH CAROLINA DEPARTMENT OF AGRICULTURE

WORK HOURS POLICY AND PROCEDURE

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. OFFICE HOURS

The South Carolina Department of Agriculture main office hours are 8:30 a.m. until 5:00 p.m., Monday through Friday except on State holidays.

II. EMPLOYEE WORK SCHEDULE

The normal work schedule for full-time employees is 8:30 a.m. until 5:00 p.m. five days a week, seven and one-half hours per day, not counting a one-hour meal period. Some positions at SC Department of Agriculture may be required to work a 40-hour work week.

III. WORK SCHEDULE AND ADDITIONAL HOURS

Additional hours may be required when the appropriate management official determines that the responsibilities of the office cannot be accomplished in the established work hours. In addition, work week schedules may be altered or changed at the discretion of the supervisor or management. Notification of changes will be made as far in advance as possible. If such changes involve overtime for a nonexempt employee the Overtime/Compensatory Time Policy must be followed.

IV. LUNCH/MEAL PERIOD

Normally, a one-hour lunch period shall be observed except when special circumstances dictate otherwise. Lunch periods shall be scheduled between the hours of 11:00 a.m. and 2:00 p.m. or at the appropriate times for the 2nd and 3rd shift operations. With limited exceptions, employees must take at least 30 minutes for a meal period when a shift is six (6) hours or more.

V. REPORTING/RETURNING TO WORK

Employees are expected to report to work at the appointed time and to return from lunch/meal periods at the appointed time. If an employee is unable to report to work at their normal start time or is going to be late in reporting to work or returning from a lunch/meal period, he/she must notify his/her supervisor directly as soon as possible or leave a voice message or send an email to the supervisor and contact the supervisor's designee. In these instances and upon approval of the supervisor, the employee must complete a leave request through the

employee self-service portal. Failure to notify the proper authority may result in disciplinary action up to and including termination.

VI. BREAKS

- A. Break periods of up to 15 minutes may be granted in the morning and afternoon depending on the section's workload. The scheduling of breaks is the responsibility of the supervisor and is to be done in such a manner to ensure adequate coverage of the section during the workday.
- B. Employees may be denied a break period if the workload dictates or to ensure adequate coverage in the work area.
- C. Break periods may not be used in conjunction with leave or lunch/meal periods.
- D. Employees are expected to observe the 15-minute time limits on breaks and return to work within the allotted time.
- E. Unused breaks are lost if not observed at the appropriate time and may not be accumulated.
- F. Breaks may not be added to an employee's lunch/meal period to extend it.

VII. RECORD KEEPING

It is the responsibility of each Division to insure that accurate records are kept of all hours worked and all leave taken for their respective employees.

VIII.EMPLOYEE TIME REPORT

- A. The Fair Labor Standards Act (FLSA) requires a record be maintained of all nonexempt employees' time worked. Nonexempt employees must enter time worked for the workweek through the MYSCEMPLOYEE self-service portal and submit for approval. Selected employees with limited access to the portal will complete a paper timesheet as directed by their supervisor. Time sheets must be completed and submitted by close of business each Monday for the previous workweek. The supervisor must approve an accurate time sheet.
- B. Hours of work for nonexempt employees will be maintained for a period of three years.
- C. In the event that a nonexempt employee works more than 40 hours per week, the Overtime/ Compensatory Time Policy must be followed and the use of premium time (time and a half) must be recorded.