

## Galveston County Uniform Work Hours

This policy establishes uniform hours of operation for Galveston County Offices and employees whose compensation is set or approved by Commissioner's Court, in accordance with Section 157.021(a) of the Texas Local Government Code.

**Standard Office Hours:** County Departments that serve the public on a daily basis shall maintain standard office hours and be open and available to the public from 8:00 AM – 5:00 PM, Monday through Friday, unless otherwise specified by the Commissioners Court. Offices are not permitted to be closed for a lunch period.

**Flexible Hours:** (e.g., adjusted start/end times of employees) Departments may implement flexible work schedules of their employees, provided the total weekly hours meet the minimum necessary work hours of an employee and the schedule ensures adequate coverage for public services and their office is open to the public 8 AM – 5 PM Monday through Friday.

**Approval Process to Close Office:** Requests for office closures for employee training or any other special circumstance must be submitted to Commissioners Court for approval.

**Exceptions:** 1.) Law Enforcement Personnel and Departments (Sheriff & Constables) are exempted from this policy due to their offices and employees being accessible to the public 24/7. 2.) Justices of the Peace with multiple locations must have at least one of their offices comply with this policy. 3.) The Tax Assessor-Collector Office only needs to have the Galveston & League City locations comply with this policy. 4.) Knowing that there are many different circumstances that exist, Commissioners Court is open to revisiting this policy and working with Elected Officials & Departments to update this policy at any time. The overall goal is to ensure that Galveston County government is open and available during common hours to be available to the public we serve.