**Section 500.350 Work Schedules**

Each supervisor and/or department head shall prepare a schedule of working hours and work days pertaining to his/her work unit. Such schedule shall set out starting and quitting times, break times, lunch time, and the work days that apply to the employees within his/her area of supervision. Work schedules shall be submitted to the Director for his approval. Upon approval, the schedules shall be posted and complied with by all of the employees within the work unit.