


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES**

Subject: Work Schedule and Work Hours	Policy Number: 13
Number of Pages: 1	Section: XIV
Attachments: None	Related Standards & References: AP-6 and AP-10
Effective Date: June 1, 2012 Revised June 15, 2019	Approved:  James Maccarone, Director

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services, Community Services Section that the working hours of each Community Services Section employee will be set by the Community Services Director, in consultation with the appropriate Judge or Referee.

All employees are to perform their duties during work hours, except for the allotted time for breaks and meals, as referenced in Mississippi Department of Human Services Administrative Policy 6 (AP-6).

Any request for a change in an employee's established work schedule must be submitted to the employee's Regional Director or immediate supervisor, and approved by the Community Services Director and Division Director.

II. DEFINITIONS

None

III. PROCEDURE

Mississippi Department of Human Services, Division of Youth Services, Community Services Section employees wishing to change their schedules shall submit a Schedule Change Request form, per current protocol, to their Regional Director or immediate supervisor. Schedule changes must be approved by the Judge or Referee in the county or counties of assignment and must be approved by the Community Services Director and Division Director.