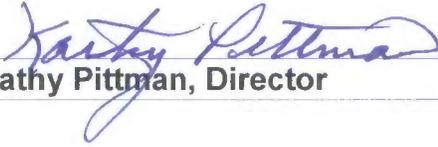


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES**

Subject: Work Schedule and Work Hours		Policy Number: 7	
Number of Pages: 1		Section: III	
Attachments AP-6		Related Standards & References AP-6	
Effective Date: 08/16/2011		Approved:  Kathy Pittman, Director	

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services, to set clear and precise guidelines for administration of work schedules and work hours, while ensuring compliance with stipulations contained in the AP-6 Fair Labor Standards Act (FLSA).

II. PROCEDURE

It is the policy of the Mississippi Department of Human Services, Division of Youth Services, that:

1. All employees must be at their assigned work station by their fixed time of arrival.
2. Employees are not to visit other employees on duty at the facility after their workday is complete.
3. Any request for a change in an employee's regularly scheduled work hours must be submitted to the appropriate supervisor and approved through administrative procedures.