

IN THE CIRCUIT COURT OF THE 16TH
JUDICIAL CIRCUIT OF THE STATE OF
FLORIDA IN AND FOR MONROE
COUNTY

ADMINISTRATIVE ORDER 11.004

IN RE:

PERSONNEL RULES AND
REGULATIONS/ATTENDANCE
REQUIREMENTS

WHEREAS, the Personnel Rules and Regulations of the Florida Court System, at Rule 4.02(A), require that each judicial employee shall provide their services on the basis of eight (8) hours per day and forty (40) hours per week; and

WHEREAS, the normal hours of the various government department located in the courthouse area are from 8:30 a.m. to 5:00 p.m.; and

WHEREAS, said personnel rules require certification of each judicial employee's compliance with the forty hour weekly requirement by the Chief Judge, Supervising Judge and/or Court Administrator; and

WHEREAS, all supervising officials must be able to certify as to such compliance under schedules in operation; and

WHEREAS, the possibility of a pro rate deduction from individual employee's pay is not desirable; it is therefore

ORDERED that:

- A. All judicial employees shall be present for work by 8:30 a.m. and, except for a thirty (30) minute lunch break shall not be dismissed prior to 5:00 p.m., Monday through Friday of each week.
- B. Each supervisor may allow employees one work break during the first half of their work shift and one work break during the second half of their work shift provided that:
 1. No single work break shall exceed 15 minutes absence from the employee's work station
 2. An employee may not accumulate unused work breaks.

- C. The supervisor of each judicial office shall be subject to being called to certify compliance of each employee under his supervision with the eight (8) hour day and forty (40) hour weekly requirement.

DONE AND ORDERED, at Plantation Key, Monroe County, Florida, this the 13 day of December, 1994.

J. Jefferson Overby
Chief Judge