



Effective Date: July 1, 2011

Retired:

Revised:

Approved by: WAYNE J. RILEY, M.D., MPH, MBA, PRESIDENT AND CEO

Subject: Human Resources - Meal Breaks Policy

PURPOSE: It is the policy of the Company to provide meal breaks to employees during the course of each workday. Unless otherwise described below, employees are granted one hour for lunch with 30 minutes paid by the college and 30 minutes unpaid.

POLICY: (1) Full-time employees are allowed a meal break near the middle of the workday. In departments operating on single shifts, the break will be sixty minutes. In departments operating on two or three shifts, the meal break will be thirty minutes or less, depending on operating requirements.

(2) Part-time employees scheduled to work more than five consecutive hours during any workday will receive a meal break of the same duration as full-time employees in their department.

(3) Supervisors are responsible for balancing workloads and scheduling meal breaks and should take into consideration the work load and the nature of the job performed. Whenever necessary, the duration and time of meal periods may be changed.

(4) Employees required to work more than ten hours in any workday will be allowed a second meal break no later than six hours after returning from their first meal break.

(5) Nonexempt employees (those covered by the minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for their meal breaks unless they are required to work during their breaks. Nonexempt employees must clock out and back in on their time cards for all meal breaks.

(6) Generally, nonexempt employees may not leave early or extend meal breaks beyond their assigned period. Employees will be subject to discipline if tardy returning from a break.

(7) Employees should use appropriate dining areas for meal periods. No employee may consume food or beverages in work areas unless the employee is specifically required to remain at a workstation during meal breaks.



POLICIES

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8) Employees on meal breaks are not permitted to interfere with other employees who are continuing to work.