Policy Name: Hours of Work and Meal Breaks  
Policy Number: HR 3.6

Effective Date: 1/22/2019  
Last Reviewed/Revised Date: 1/7/2019

Responsible Officer: Human Resources Director  
Board Approval Date: 1/22/2019

Policy Statement:
Supervisors and managers assign work hours, meal times and break periods according to the operational needs of the department. Employees must have prior approval from their supervisor or manager to work overtime, clock in early, clock out late or make any changes to their schedule.

Procedure:
The regular work week for non-exempt employees at PHS is 40 hours. The hours for each employee, however, are determined on a location-specific and position-specific basis. Supervisors/Managers assign work hours and meal times as well as break periods. Although mealtime is generally an hour, each non-exempt employee must have a lunch period of at least 30 consecutive minutes completely removed from work. S/he is responsible for clocking in and out for the lunch period.

One 15-minute break is given non-exempt employees during the day at the discretion of the supervisor/manager. This period is granted at a time that will not impede the smooth workflow of the department and will not interfere with patient care and/or client requirements. Breaks for all employees, whether exempt or non-exempt, must be coordinated to provide adequate staff coverage of each department or clinic. Break time cannot be accrued, substituted for time lost, or banked for the purpose of leaving work early. Supervisors/managers have full responsibility for planning and scheduling breaks. Patient care, center operations, and general PHS work take priority over all schedules breaks.

Employees are not permitted to clock in and begin work before their regularly scheduled workday, clock out late at the end of the day, and/or work any overtime hours without the prior approval of their supervisor/manager.

References:
Employee Handbook page 26

Policy Cross References: