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Policy Owner: Chief HR Officer
Approved by: President
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WORK WEEK AND HOURS OF WORK

The standard workweek generally consists of 40 work hours. Office hours are 8:30 a.m. to 5:00 p.m., with a 30-minute lunch break. Individual work schedules may vary depending on the needs of each department.

Meal and Rest Breaks

Employees are entitled to a 60-minute unpaid meal break each day. Employees are also entitled to two 15-minute rest periods each day. Meal and rest breaks will be scheduled by the department supervisor or manager.

Time Records

Exempt monthly-paid staff will follow exemption pay reporting. Exemption pay-reporting is accurately recording only time away from work, including but not limited to paid time off (PTO), sick, holiday, bereavement and jury duty. For time reporting purposes, full-time exempt monthly-paid staff are treated as working 40 hours per week (8 hours/5 days per week). This is for tracking purposes only and is not intended to reflect actual hours worked.

[End]