

CLINTON HOSPITAL

POLICIES AND PROCEDURES

Hospitalwide X
Interdepartmental _____
Intradepartmental _____
Review Responsibility Human Resources

Effective Date: October 1, 2012
Date Deleted/Replaced: _____
P&P Control # HR - 4 - 12
Replaces P&P Control #: HR - 4 - 11

Meal Periods / Work Breaks

PURPOSE & POLICY STATEMENT:

To establish a procedure for non-exempt employees to take meal periods and work breaks from work-related activities.

Clinton Hospital provides all non-exempt employees with a 30-minute consecutive uninterrupted unpaid meal period for each work day that an employee works more than six consecutive hours and is able to leave the premises during their meal periods. If approved by his or her manager, an employee may voluntarily waive his/her right to this 30-minute consecutive uninterrupted unpaid meal period. On those occasions where an employee continues to work through his/her meal period, either voluntarily or because he/she is interrupted or called back to work, the entire meal period is considered working time. If an employee's meal period is interrupted or missed for any reason such that the employee does not receive a 30-minute consecutive uninterrupted meal period on each day that the employee works more than six consecutive hours, it is the employee's responsibility to report the missed or interrupted meal period to their manager as soon as practicable in the same work week. It is the employee's responsibility to select the "no lunch" option offered on the Kronos time clock after they have clocked out at the end of work.

If an employee subject to this policy carries a pager and/or two-way radio, it is the employee's responsibility to turn off the pager and/or two-way radio during the meal period. On each work day that an employee works more than six consecutive hours, if the employee is required by his or her manager and/or supervisor to keep his/her pager and/or two-way radio turned on during his/her scheduled meal period because of operational needs, and the employee is paged or called and required to work during his/her meal period, the employee will be compensated for the entire meal period. On each work day that an employee works more than six consecutive hours, if an employee is required by his or her manager and/or supervisor to remain on the premises during his/her scheduled meal period, the employee will be compensated for the meal period. Employees who leave the premises during their meal period must swipe out and then back in on the Kronos time clock.

Subject to workload and/or coverage requirements of individual units or departments, a work break of fifteen minutes or shorter may be allowed for non-exempt employees for each half day worked. Work breaks are considered to be time worked and are paid. This work break is not guaranteed, and employees will not be paid or otherwise compensated for missed and/or interrupted work breaks. Employees may not leave the campus during a work break.

APPROVAL:

 Vice President, Human Resources 9/28/12

Date

REVIEW/REVISED:

Date

Meal periods and work breaks may not be used to offset time lost because the employee came in late or left early.

SCOPE:

This policy applies to all employees of Clinton Hospital, except that if any conflict exists between this policy and a collective bargaining agreement provision, the applicable provision of the collective bargaining agreement will control.

RESPONSIBILITY:

Managers together with Human Resources are responsible for monitoring compliance with this policy.

DEFINITIONS:

Meal Period – 30-minute consecutive uninterrupted unpaid meal period each work day that an employee works more than six consecutive hours and is free to leave the premises.

Work Break - 15 minutes or less of paid time during which employees may take time away from work-related activities while remaining on the premises. Work breaks are given at the discretion of Clinton Hospital.

Non-Exempt - A “Non-Exempt” employee is subject to the minimum wage and overtime provisions of the Federal Fair Labor Standards Act (the “FLSA”) and Massachusetts state law. A non-exempt employee will be paid overtime if they work over 40 hours in a work week.

PROCEDURE:

Department managers will schedule meal periods and work breaks. In departments where it is necessary to maintain staff coverage at all times, meal periods and breaks will be staggered at the discretion of the supervisor. Nonetheless, each non-exempt employee will receive a 30-minute consecutive uninterrupted unpaid meal period. An employee may request a change in the break schedule by speaking directly with his/her supervisor. Such requests will be considered subject to workload and/or coverage requirements.