



## 4.2 Work Week

The Company's normal work week begins at 12:01 am Sunday morning and ends Saturday at Midnight. Some locations may vary based on local requirements.

### 1. Normal 8-Hour Schedule for Non-Exempt (Hourly) Employees:

The normal workday consists of 8 ½ consecutive hours including a 30-minute unpaid meal period and two paid 15-minute breaks. Employees are required to punch out and back in again for meal periods. To ensure adequate staffing in any work unit supervisors may designate the timing of meals and breaks. The scheduling of work hours is controlled by supervisors.

### 2. Exceptions to the Normal Schedule

- Business necessity – A situation may occur where business requirements dictate temporary exceptions to the normal work schedule. For example, it may be necessary to schedule an employee or group of employees to work outside the normal schedule to complete deadline-driven projects or other business demands.
- Employee request – Employees may occasionally have a personal situation that requires an exception to the normal schedule. In these situations, a supervisor may authorize the employee to adjust his or her schedule to make-up the time during the same work week. If make-up time is not feasible or otherwise allowed the employee may use other available paid time off for that period of time or receive no payment for that period.

### 3. Travel Pay for Hourly Employees:

- Home-to-Work travel is considered commuting time and is not compensable. If the employee must stop on the way to work to pick up supplies, documents, etc. for company business then the company would pay the employee from the time the items were picked up.
- Travel time spent by employees as part of their principal activity, such as travel among job sites during the workday, is considered "work time" and is compensable. Time spent traveling from home to the job site and time spent from the last stop to home is unpaid commuting time.
- Generally, time spent traveling to and returning from a work assignment in a city other than the employee's normal work location is paid time.

### 4. Meal Times for Hourly Employees: Meal times are generally not considered paid work time, unless during that time business is conducted, the employee is "on-call," or the expectation or requirement exists that an employee attend and is not free to pursue his or her own interests.

### 5. Training Sessions for Hourly Employees: Hourly employees will be paid for training sessions, lectures and other learning opportunities except for sessions meeting all the following criteria:

- The session is outside of normal work hours
- It is considered voluntary and attendance is not required
- It is not job-related, and
- No work is performed during the session