

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 typically 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 managers may designate the timing of meals and breaks. The scheduling of work hours is controlled by managers.

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 manager 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 and Rest Periods for Hourly Employees: All non-exempt employees working four (4) hours or more will be provided a paid rest period of 15 minutes in length, for a total of two breaks in a given workday. To the extent possible, rest periods will be scheduled in the middle of each four-hour work period. In addition, all non-exempt employees working six (6) hours or more will be provided with an unpaid 30-minute meal period. To the extent possible, such meal periods will be scheduled in the middle of the employee's scheduled shift. However, business necessity may dictate that such rest and meal periods be scheduled at other times to accommodate the Company's operating requirements. Employees are completely relieved of all working duties and responsibilities during their meal periods and may leave the premises. Employees are expected to clock in and out during their meal periods. Employees are expected to promptly return to their workstations following the allotted time for their rest periods and meal periods. Any employee who fails to timely return to his or her workstation will be subject to [corrective action](#). (new paragraph) If an employee is conducting business, is “on-call,” or the expectation or requirement exists that an employee attend and is not free to pursue his or her own interests, the employee is not expected to clock in and out during the meal period and the time is paid.

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.

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