

3.4 WORKING HOURS & TIME RECORDING

Due to the nature of operations, the organization provides 24 hour service every day of the year. Time records are kept for each non-exempt employee showing the hours worked each week. The organization provides meal and work breaks in compliance with New York State and Federal laws.

WORKWEEK

Because of the nature of the business, workdays and hours may vary with the job or department. Due to the continuous nature of the organization's service, it is necessary for designated employees to work in the evening, at night, on weekends, and on holidays. All work will be scheduled in the best interest of the Member/residents and in accordance with applicable state and federal labor laws. The workweek starts on Sunday and ends on Saturday, including night shift hours Saturday night into Sunday morning.

MEAL BREAK

Employees who work more than six (6) hours in a workday which extends over the noonday meal period (11 am-2 pm) are required to take a 30 minute, unpaid meal break during that period. A 30 minute meal break is standard, unless otherwise stated for an employee's position and/or department. Every person employed for a period or shift starting before 11 am and continuing later than 7 pm shall be allowed an additional meal period of at least twenty minutes between 5 pm and 7 pm in the evening. Supervisors are responsible for the scheduling of meal breaks. Non-exempt (hourly) employees are required to swipe their ID badge (punch in/out) at the time clock to record their time at the beginning and end of their meal break.

If for any reason an employee's meal break is interrupted, the employee must notify his/her supervisor and the time should be recorded as worked. The employee will be paid for the time worked and will receive an uninterrupted meal break as soon as practicable. Employees should contact their Department Head or Human Resources if they have questions regarding the meal break.

Employees must take their required meal break. If an employee is unable to take a meal break due to the needs of a Member/resident or an unplanned circumstance arises, **employees must report this to their supervisor as soon as possible. This should only occur in rare circumstances.** If an employee continues to not take a lunch break, without management approval, the employee may be subject to disciplinary action.

ADDITIONAL BREAKS

Employees may be able to take two additional 15 minute paid breaks each shift depending on workload, department or Member/resident's needs. **Breaks are not guaranteed** to be allotted every day. Supervisors are responsible for the scheduling of breaks. Employees may not take more than 15 minutes during the allotted break and are not allowed to leave the premises during work breaks. Taking longer than scheduled time for meal and work breaks unless approved by a supervisor is subject to disciplinary action. Meal and work breaks may be taken in the employee cafeteria, employee lounge, employee break rooms, offices, or approved conference rooms during meetings. It is expected that employees will maintain meal break areas in a clean, safe and sanitary condition.

NURSING MOTHERS' PROTECTION

Nursing mothers may receive break time each day to express breast milk for up to three (3) years after the birth of a child. Meal periods may also be used for this purpose. A nearby private area or room, which is not a bathroom, will be provided in which the employee may express breast milk. No employee will be penalized or retaliated against for choosing to express breast milk. Employees needing a private area for expressing breast milk should see their supervisors or the Employee Health Nurse for more details.

TIME RECORDS

To ensure accurate record keeping of hours worked, all non-exempt (hourly) employees are required to swipe their ID badge (punch in /out) at the time clock to record their time at the beginning and end of their shift. Employees may not swipe their ID badge more than seven (7) minutes before their authorized start time or after their authorized ending time without permission from their supervisor. *Note: The seven (7) minutes punch is for pay purposes only and does not mitigate Attendance policy #3.09. Employees are expected to report to work on time and begin working at the start of their shift.*

Under no circumstances should an employee swipe the time clock for another employee.

Swiping (punching in/out) for another employee is grounds for disciplinary action including immediate termination.

Should an employee forget to swipe in or out, the employee should notify his or her supervisor to make the appropriate notations on his/her time records. If an employee's badge does not swipe in and out, the employee must notify his/her supervisor or Human Resources to either fix the current badge or receive a new one. If an employee habitually neglects to record time in or out, habitually loses, or destroys his/her badge, disciplinary action may be taken.

ID badges are required by the Department of Health (DOH) as part of every employee's required uniform or dress code. Employees who do not wear their ID badges while performing their job duties are subject to disciplinary action.

*** For more information see Human Resources and/or refer to HR policy Working Hours #3.04*