

## **COPLEY MEMORIAL HOSPITAL**

### **PROCEDURE**

**TITLE:** Hours of Work, Overtime,  
Meal and Break Periods

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### **PURPOSE**

To define the normal workweek, timekeeping expectations, meal periods, breaks and overtime.

### **POLICY**

All employees of Copley Memorial Hospital are expected to abide by the work rules regarding hours of work, timekeeping, overtime, meal and break periods.

### **PROCEDURE**

#### **A. Hours of Work**

1. The normal workweek for full time employees is five eight-hour days (40 hours) or three twelve-hour days (36 hours); however, specific schedules may differ depending on the needs of the department. The workweek begins with the shift starting at 11:00 pm on Saturday.
2. Employees are not to be scheduled to work more than 6 days in a calendar week (Sunday-Saturday). Should an emergency necessitate an employee working a 7th day, this should be documented in Kronos.
3. Paid attendance at an approved external seminar or business meeting counts as regular hours worked. A maximum of 8 hours will be paid per day. In the case of seminars held at the hospital, payment will be based on a swipe in/out basis and may exceed 8 hours, if necessary.
4. Although employees will not be compensated for Cost Containment time, they will accrue benefits on this time (i.e. PIP, PTO). Cost Containment time will be counted in total hours worked for the purpose of employment status.

#### **B. Timekeeping**

1. All non-exempt employees are required to swipe into the time clock for recording of hours worked. Failure to swipe in/out could result in an omission of unreported work time and the resulting loss of pay when it is normally due. Employees will be assigned a specific clock, nearest their department, at which they should swipe.
2. Unless a manager approves overtime, an employee may swipe in no more than seven minutes before his/her scheduled starting time or swipe out more than seven minutes after his/her regular quitting time.

3. Employees who swipe in after their scheduled start time will be considered tardy.
4. Department managers are to note all seminars to be paid on Kronos.
5. Department managers must note Cost Containment Time on Kronos.

#### C. Meals Periods and Breaks

1. Meal breaks are mandatory time periods away from duties, regardless of whether an employee eats or not. Employees are not allowed to voluntarily skip this time unless there is an emergency situation on the job that requires work to continue. The meal break provides the rest that all full-time employees need during the workday.
2. Employees are not to be given time off at the end of the shift nor to be paid for additional time in lieu of taking a meal break.
3. Employees are entitled to an unpaid 30-minute meal period during an 8½- hour shift. Employees who work a 12-hour shift are also allowed a 30-minute meal period. Employees working less than a 7½-hour shift may take a non-paid 30-minute meal break if approved by their supervisor.
4. Employees who work at least a 7½- hour shift may not forgo a meal period for the purpose of shortening their work shift.
5. For any shift equal to or greater than 6½ hours, a 30-minute meal period will be deducted from punched hours unless the manager indicates "no lunch" in Kronos.
6. It is the employee's responsibility to notify their manager if a meal period is missed, using the system the department has established for this notification.
7. If a normal meal break is missed due to a work emergency, employees can request to reschedule the meal break for later in the day, if possible.
8. Employees should not be interrupted with work while on a meal break. Very short interruptions of a minute or two can be allowed as long as they do not become repetitious in nature. Employees who leave their meal time to engage in work and are not able to reschedule the meal break should notify their manager of the missed break so it can be paid as worked time.
9. It is highly preferred that employees take their meal breaks away from the work area to eliminate potential interruptions.
10. It is preferred that employees remain on hospital property during meal breaks. Emergencies involving patient care may necessitate reaching staff quickly. Therefore, employees who leave the building on personal business when taking a meal period or break must notify their manager. Additionally, the employee must swipe out and swipe back in upon return.

11. When work volumes permit, employees may be allowed up to a 20-minute break in an 8 ½- hour shift. Note that “breaks” are not an entitlement, but a method to give staff a rest period when conditions allow. Part time employees who work at least 4 hours may be permitted one paid 10-minute break. Employees who work a 12-hour shift may be permitted up to 30 minutes of break time when work volumes permit.

#### D. Overtime

1. Unexpected needs of the department may necessitate overtime by some employees. When required, overtime will be assigned to qualified employees readily available. Where possible, overtime will be distributed equally amongst employees.
2. Based upon the Hospital Licensing Act, non-exempt staff nurses are not mandated nor required to work any hours in excess of an agreed-to, predetermined work shift, except in unforeseen emergent circumstances. See policy on Staff Nurse Shift Overtime.
3. Employees who work in more than one department and incur overtime as a result will receive OT payment from the non-home department. The home department manager must manage this OT assignment via the Kronos timekeeping system to ensure the correct department is charged.
4. Exceptions to the 40-hour work overtime policy are as follows:
  - a. When an 8-hour shift employee works a double shift (14 consecutive hours), the second 6 hours will be paid at time and one half regardless of the 40-hour week overtime policy. Twelve-hour shift employees who work more than a continuous shift of 14 hours will receive overtime on those hours that exceed the normal 12-hour shift. All 14 hours must be worked time. Benefit or cost containment time cannot be applied to create this type of shift. Any meetings or training that are included in a work shift will not be counted in the 14 hour calculation. Managers need to categorize any meeting that is at the beginning or end of a work shift as nonproductive pay codes.
  - b. When calculating weekly overtime, these guaranteed overtime hours will apply only to overtime hours and not additionally to regular time worked.
5. PTO, PIP and Cost Containment Time do not count as hours worked when computing overtime.
6. Overtime hours will automatically be included for time and one half payment by payroll.
7. Attendance at approved seminars is considered “time worked” for purposes of overtime eligibility.