HOURS OF WORK POLICY UPDATE FAQ

What is different about the updated policy?

The “Breaks” section of the policy has been updated to clarify that any break shorter than 20 minutes will be a paid break. The expectation for a non-exempt employee to take a least a 30-minute meal break has not changed, however. The policy was also updated to clarify the expectation that employees must have advance authorization from their supervisors to take a meal break shorter than 30-minutes or to work through that break.

Why is the policy being updated?

A self-assessment of non-exempt employee time records identified a need to update the policy and clarify expectations that employees take meal breaks of no less than 30-minutes.

As the supervisor, what should I do to clarify expectations with my non-exempt employees?

All supervisors should communicate work schedule expectations with their non-exempt employees at the time of hire or any time schedules change. Please provide a written statement of the expected regular schedule to each non-exempt employee and include the expectations for breaks.

Here is a sample statement: “In your non-exempt position of [Title], you are expected to work from 8:00 am to 4:30 pm, Monday through Friday, with an unpaid lunch break of [30 minutes][one hour] each day. Any requests for adjustments in that schedule are required to be approved by me in advance. It is my expectation that you do not perform work during any unpaid breaks and that you accurately record all hours worked. Breaks of less than 20 minutes are considered paid breaks and my approval is required if you were scheduled to take a break of greater than 20 minutes, but then are unable to. Breaks of less than 20 minutes do not require you to record time out or back in on your timecard.”

As a non-exempt employee, what do I do if my lunch break ends up being less than 20 minutes?

You are expected to take the full lunch break communicated to you by your supervisor, whether that be 30 minutes or an hour. If you are asked by your supervisor to return from your break such that shorter than 20 minutes was taken, you would not enter an out and in time on your timecard. That break is considered time worked. Otherwise, you should take the full break communicated to you, not perform work during any unpaid breaks, and accurately record all hours worked.