

SUBJECT: Meal Periods / Work Breaks

POLICY STATEMENT:

Employee work schedules shall be administered in a manner that will foster quality patient care and operational efficiency, and ensure compliance with applicable Federal and State wage and hour laws.

To document the required procedure for Non-Exempt Employees to take meal periods and work breaks from work-related activities.

HealthAlliance provides all Non-Exempt employees with a 30 minute consecutive uninterrupted unpaid meal period for each work day that an employee works more than 6 consecutive hours and is able to leave the premises during their meal periods. If approved by his or her manager, an employee may voluntarily waive his/her right to this 30 minute consecutive uninterrupted unpaid meal period. On those occasions where an employee continues to work through his/her meal period, either voluntarily or because he/she is interrupted or called back to work, the entire meal period is considered working time. If an employee's meal period is interrupted or missed for any reason such that the employee does not receive a 30 minute consecutive uninterrupted meal period on each day that the employee works more than six consecutive hours, it is the employee's responsibility to report the missed or interrupted meal period to their manager as soon as practicable in the same work week and document using the Kronos timekeeping system when prompted upon signing out.

If an employee subject to this policy carries a pager and/or two-way radio, it is the employee's responsibility to turn off the pager and/or two-way radio during the meal period. On each work day that an employee works more than 6 consecutive hours, if the employee is required by his or her manager and/or supervisor to keep his/her pager and/or two-way radio turned on during his/her scheduled meal period because of operational needs, and the employee is paged or called and required to work during his/her meal period, the employee will be compensated for the entire meal period. On each work day that an employee works more than 6 consecutive hours, if an employee is required by his or her manager and/or supervisor to remain on the premises during his/her scheduled meal period, the employee will be compensated for the meal period.

Meal periods and work breaks may not be used to offset time lost because the employee came in late or left early.

APPLICABILITY:

Origin:
_____ *New Policy*
_____ *Supersedes* _____
_____ *Dated:* _____
_____ *See Also:* _____

Revision Date: 3/10, 1/13, 12/16

All non-exempt employees of HealthAlliance, except that if any conflict exists between this policy and a collective bargaining agreement provision or a policy concerning the same subject otherwise applicable to bargaining unit members (“bargaining unit policy”), the applicable provisions of the collective bargaining agreement or the bargaining unit policy will control.

RESPONSIBILITY:

Managers together with the Human Resources Department are responsible for monitoring compliance with this policy.

PROCEDURE:

Department managers will schedule meal periods and work breaks. An employee may request a change in the break schedule by speaking directly with his/her supervisor. Such requests will be considered subject to workload and/or coverage requirements.

Work schedules

Because of the need to provide round-the-clock patient care and to provide related support services, employees’ work schedules may vary based on departmental requirements. HealthAlliance management reserves the right to establish and revise employee work schedules at any time. This could include increases or decreases in scheduled hours, changes in times for meal period or work breaks, etc. Whenever possible, managers will provide reasonable advance notice to their employees of such changes.

Employees must be allowed a day of rest (24 consecutive hours to include an unbroken 8:00 a.m. to 5:00 p.m. period) for every seven consecutive days of work.

Management approval

Department managers are responsible for reviewing all work time information submitted for their employees on all time sheets, to include overtime, on-call and off shift hours. They are responsible for indicating, with their approval signatures, that they authorize the submission.

The regular workday and workweek defined

The regular workday for a full time employee is 8 ½ (eight and a half) hours; this includes an unpaid one half hour meal period.

The regular workweek for full time employees is 40 hours, and five workdays.

For payroll timekeeping purposes, the official workweek begins on Sunday at 12:00 a.m. and ends on Saturday at 11:59 p.m. The work day begins at 12:00 a.m.

Nonexempt Employees: A “Non-Exempt” Employee is subject to the minimum wage and overtime provisions of the Federal Fair Labor Standards Act (the “FLSA”) and Massachusetts state law. A Non-Exempt Employee will be paid overtime if they work over 40 hours in a work week.

Origin: _____
New Policy
Supersedes _____
Dated: _____
See Also: _____

Revision Date: 3/10, 1/13, 12/16

Working Hours in General: All time during which an employee is required to perform their job duties or be at their work site or on the HealthAlliance premises must be recorded as hours worked.

Meal Period: Massachusetts state law requires that all nonexempt employees are provided with a 30 minute consecutive uninterrupted unpaid meal period each work day that an employee works more than 6 consecutive hours and is free to leave the premises. Managers must enable employees to take this meal period.

Certain circumstances may arise where patient care issues require employees to work during part of their meal period. In such cases, an employee may remain at their work site providing:

The employee makes a fully voluntary decision to remain at the work site each time such a situation occurs. The employee reports the missed or interrupted meal period by choosing “yes” when prompted upon signing out in the Kronos timekeeping system and reporting the missed meal period to their manager as soon as practicable in the same work week.

Work Breaks: It is intended that all nonexempt employees be afforded a paid 15-minute work break during their normal workday during which employees may take time away from work-related activities. However it is realized that in some circumstances, critical patient care or operational needs may prevent this work break from being taken. In such cases the employee will not be paid for any additional equivalent break time, nor would they be allowed to leave early in lieu of the work break. The work break is not guaranteed and employees will not be paid for missed work breaks.

Travel Time: If an employee who regularly works at a particular work location is required to report to work to an alternate site, all excess travel time (beyond their normal scheduled shift) must be recorded as hours worked.

Attendance at Meetings: Required attendance at meetings must be reported as time work. Therefore, required meetings which occur outside an employee’s normal scheduled shift must be recorded as hours worked.

Exempt Employees

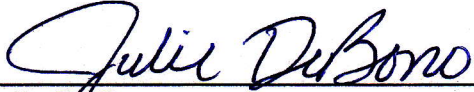
Exempt employees are expected to work whatever number of hours is required to carry out their job responsibilities.

As a general guideline it is recommended that exempt employees take a 30-minute meal period away from their job.

Origin: _____
_____ *New Policy*
_____ *Supersedes* _____
_____ *Dated:* _____
_____ *See Also:* _____

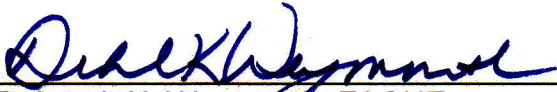
Revision Date: 3/10, 1/13, 12/16

Issued and Approved by:



Julie DeBono
Senior Director, Human Resources

1/9/17
Date



Deborah K. Weymouth, FACHE
President & CEO

1/10/17
Date

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