

SCHEDULED WORK DAY

4) The normal workday shall begin at 8:00 a.m. and end at 4:30 p.m., with an unpaid 60-minute lunch break. Lunch breaks may not be used to shorten the day. The normal workday may vary to meet customer demand and program requirements.

TARDINESS

5) Tardiness of non-exempt employees not authorized as annual leave or Sick leave will be charged as leave without pay. Tardiness or leaving early may be deducted from pay to the next half of an hour and may be grounds for disciplinary action. **(See Disciplinary Procedures, Section - 805)**

BREAKS

6) All non-exempt employees are granted a break period twice each day. No break period should exceed 15 minutes. This break may not be used to lengthen the lunch period, to come in late, or to leave early. Also, smoke breaks are to be included as a part of the breaks given to each employee. **(Revised 7/20/2010)**

7) Due to the required participation of the Head Start/EHS classroom staff (teachers assistants/aids, nutrition workers) lunch will be taken to coincide with the classroom schedule.

EXEMPT EMPLOYEES

8) In accordance with state and federal laws on the provision of overtime for hours of actual work over 40 per week, this Agency has classified some employees as exempt from the overtime provisions of the law.

NON-EXEMPT EMPLOYEES

9) In accordance with state and federal laws on the provision of overtime for hours of actual work over 40 per week, this Agency has classified some employees as non-exempt subject to the overtime provisions of the law.