



Work Schedule/Breaks/Meal Periods Policy

Practices and Procedures

Non-Exempt Personnel

Work Schedule: The standard workweek for a full-time employee is a 40-hour week (unless otherwise designated). In no case will personnel be routinely assigned to a weekly work schedule which requires their presence on the job seven days every week on a regular basis. Generally, the 40 hours are to be scheduled within the designated workweek.

Breaks/Meal Periods: Employees will receive one 30-minute paid break (or two 15-minute paid breaks) during the regular work shift of 8 hours that may be taken in conjunction with a 30-minute, mid-shift paid break (lunch). The timing of such breaks/meal periods must be approved by the supervisor in advance to ensure appropriate staffing for the department. Employees are encouraged to use this paid period to commit to health and wellness initiatives. Lunch/meals may be eaten in the workspace or “on-the-go” as determined by the supervisor, and, if applicable, out of view of visitors or guests if the employee works in a public setting.

Non-exempt employees who perform work on a part-time basis will have breaks/meal periods pro-rated based on the work shift of the day.

When establishing work schedules, supervisors will be sensitive to the health and well-being of team members. Overtime hours worked within departments must be pre-approved and managed by respective supervisors and managers for the benefit of the College.

Essential personnel who are needed to work a double shift will be provided with additional break and meal periods, as determined by the supervisor or manager and consistent with Albright’s value of a thriving and healthy community.

The College shall endeavor to provide an individual with at least one calendar week’s notice of a change in their regular work schedule, but reserves the right to alter this notice based on the operational needs of the College.

Approvals and Reporting

The respective manager and the divisional Vice President are responsible for approving any workweeks which vary from the standard workweek. The Office of Human Resources must be notified by a divisional Vice President in writing (i.e.: via e-mail) of any long-term changes from the employee's normal work schedule.

On occasion, supervisors may need to ask employees to work through a break to complete a task or project on time.

For up-to-date wellness tips and events, please refer to our [Wellness Webpage](#).

Exempt Personnel

Exempt personnel are expected to work a schedule that reflects the regular business hours of the College, and frequently may be required to work beyond regular business hours and on weekends as necessitated by the responsibilities of the position and the operational needs of the College.

Due to the residential nature of the College, some exempt personnel who support essential service operations, may be required to work regular shifts that differ from the business hours of the College.

Work Schedule: Exempt personnel typically work hours/shifts that are longer than that of a non-exempt employee, and are compensated to complete their job duties regardless of the amount of hours it takes to meet the required duties. In addition, evening and weekend commitments are common in our residential environment. Due to the time demands on such positions, flexibility is extended to our exempt personnel to commit to health and wellness activities that would not conflict with meeting times.

Breaks/Meal Periods: A one-hour break (during a regular work shift) is provided to exempt personnel (paid) in support of wellness and rejuvenation. Scheduling is subject to approval, and must meet the needs of the department functioning. Lunch/meals may be eaten in the work space or "on-the-go", and, if applicable, out of view of visitors or guests if the employee works in a public setting.

Exempt employees who perform work on a part-time basis, will have breaks/meal periods pro-rated based on the work shift of the day.

For up-to-date wellness tips and events, please refer to our [Wellness Webpage](#).

Policy Maintained By

Human Resources

Revision Log:

- 1995 – original policy created
- 11/30/2007 – policy updated as part of a full Handbook update
- 8/8/2017 – updated policy to further define each area of work schedule/breaks/meal periods for both non-exempt and exempt personnel. Employees encouraged to integrate wellness efforts into their standard work day, and the full day is paid. Policy approved by Cabinet. Effective date of policy 8/28/2017.