

Policy 3003

From Human Resources

Revision as of 13:54, 30 June 2010 by Uballr1 (Talk | contribs)
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PERSONNEL POLICY

MANUAL

MoDOT Personnel Policy Title: Rest Breaks

Policy Number: 3003 **Chapter Title:** Working Hours

Effective Date: July 1, 2010

Supersedes Policy Number: 3003 **Dated:** July 1, 2004

Approved By: Micki Knudsen, Human Resources Director
(Signature on file)

POLICY STATEMENT

The department will allow employees rest breaks as described in this policy, which will give them a chance to renew their energy and remain both alert and efficient while performing their job duties.

PROVISIONS / REQUIREMENTS

1. The department will allow two 15-minute breaks in a full workday (i.e., normally eight hours). Breaks should normally be taken approximately halfway through each four-hour work period; however, operating conditions may require supervisors to adjust when breaks are taken or temporarily suspend breaks. Breaks are not required by law and are not guaranteed.
2. Employees scheduled to work overtime will be allowed an additional five minutes of break time for each additional hour of overtime.

3. It is the responsibility of each employee to respect rest breaks as approved by their supervisor. It is each supervisor's responsibility to communicate changes in break schedules and any necessary restrictions.

4. The department supports the use of breaks by nursing mothers for the purpose of expressing milk. A place will be provided that is shielded from view and free from intrusion for such breaks. Nursing mothers should give adequate notice and work with their supervisors and/or local human resources representative to coordinate arrangements. If these breaks should exceed the normal break time allowed, the additional time may be flexed or covered by annual leave/compensatory time.

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