PLANT SERVICES HOURS OF WORK POLICY

Purpose: To establish the hours of work for bi-weekly hourly paid Plant Services staff.

Policy: The workweek schedule for the Plant Services Support Staff differs determined on the employee’s assigned work area. The Plant Services Office Staff provides continual coverage from 7 AM to 4:30 PM Monday through Friday. The Plant Services Delta Operations Staff provide continual coverage 24 hours a day, 7 days a week.

Staff are paid for the work performed as regulated under applicable state and federal laws. Staff are expected to report to work at the start of their scheduled work day. Staff are also expected to work until the end of their scheduled work day. Changes to any posted work schedule must be approved by the staff member’s supervisor before that change can take affect.

Staff are not permitted to leave the work area prior to the end of the workday without the notification and acknowledgment of their supervisor. This includes any departure lasting more than 10 minutes.

Staff are permitted to leave their work area for the following scheduled breaks. If these breaks are not scheduled in advance the staff member is required to advise their supervisor when they are leaving the work area and when they return.

- **Meal Period:** Employees are required to take an unpaid lunch period any time there is more than one person on a shift. All Plant Services bi-weekly hourly paid staff take 30 minute lunch breaks. These breaks will generally occur between the hours of 11 AM and 1:00 PM. It is recognized that specific operational needs of each area may require a deviation from this schedule. Those deviations will be communicated by the supervisor over the specific area. Plant Services bi-weekly hour paid staff that work alone will be required to work through their meal period and; they will be paid for the break.

- **Breaks:** 15 minute breaks are provided for each 4 hours worked. When coverage will allow, the Plant Services staff will observe the
break time at 9:00AM and 2:00PM. It is recognized that specific operational needs of each area may require a change in how and when breaks are taken.

Responsibility: It is the responsibility of all managers, and supervisors to insure that this policy is complied with.