

RIVER VALLEY COUNSELING CENTER, INC.

POLICY/PROCEDURE# HR20.02

SUBJECT: HOURS OF WORK, MEAL TIME & BASIC HOURLY RATE

DATE REVIEWED/REVISED: 2/95, 11/98, 3/16, 11/18, 5/20

POLICY PURPOSE:

To define the hours of work, meal time and basic hourly rate and how to record each

A. Hours of Work

1. The standard work week for a full-time RVCC employee is forty (40) hours.
2. A non-standard work week may, as a matter of operational necessity, be determined for certain job classifications. In such cases, all appropriate Federal and State laws will be adhered to relating to the payment of overtime.
3. Normally, the schedule of days and hours of work for each employee will be available in each department prior to the beginning of the week. Employees, as a condition of their employment, are expected to be at work on those assigned days and during the assigned hours. If emergency conditions occur which effect client care, these schedules may be changed.
4. State law provides that each employee must have 24 consecutive hours off in every seven days. As a result, no employee will be permitted to work more than 6 consecutive days.

B. Meal Time

Meal periods are unpaid, are not counted as working time and will be limited to thirty (30) minutes. It is mandated by law that every employee working more than six (6) hours must receive a meal period.

Meal periods must be documented daily on each employee's time sheet.

C. Basic Hourly Rate

A basic hourly rate of pay shall be established for each employee.