



WORK SCHEDULE PROCEDURE

1.08

Effective Date: 07/18

Purpose: The purpose of the procedure is to outline hours of work, rest breaks and meal breaks.

Failure to Comply: Employees who fail to comply with this procedure will be subject to disciplinary procedures. Agency failure to comply could result in violation of federal or state law.

Procedure: Barren River District Health Department (BRDHD) will establish the time and duration of working hours as required by work load, patient flow, patient needs, the efficient management of human resources, and any applicable law. Employees are required to report for work punctually and to work all scheduled hours and any required overtime.

The normal workweek is Saturday through Friday, beginning and ending at midnight on Friday, and consists of thirty-seven and one-half (37.5) hours. The normal workday will consist of seven and one-half (7.5) hours of work with an unpaid meal period. Rest breaks are considered as time worked. BRDHD provides rest breaks and meal breaks during the course of each workday.

Hours of Work

The schedule of hours for employees will be determined by each program director/supervisor. The program director/supervisor will inform employees of their daily schedule of hours of work, including meal periods and rest breaks, and of any changes that are considered necessary or desirable by the agency. Employees are expected to be engaged in carrying out their duties during all scheduled work time and should be ready to begin working at their scheduled starting time.

In an effort to meet the operating requirements and needs of the agency, program directors/supervisors may periodically schedule employees to work additional hours beyond their regular schedule. Supervisors will notify employees as soon as possible of these assignments. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work in the department. Employees should request prior approval from their supervisor to work overtime. For the

purposes of overtime compensation, only hours worked in excess of forty during a workweek will be counted.

Supervisors, at their discretion, may allow employees to make-up lost time during a given workweek. However, make-up will not be allowed if there is no work the employee is qualified to do, or if adequate supervision is not available. Employees will not be allowed to make up work time if the make-up time results in the employee working more than the scheduled hours during the work week.

All employees are required to complete the timesheet on the KY Time Tracker System showing the daily hours worked, in no less than 15 minute increments by cost center, function code and location.

Timesheets should be completed by the close of each workday. Time records should be submitted to your supervisor early enough to ensure that your supervisor can provide it to payroll no later than COB on Thursday for payroll processing. Exempt employees will not receive overtime compensation, but may be eligible for compensatory time in accordance with 902 KAR 8:120.

Supervisors are expected to monitor the need for accruing compensatory time or any paid time over thirty-seven and one-half (37.5) hours each workweek so that workloads can be adjusted and time management enhanced.

Employees must report their absence to their supervisor or designee within fifteen (15) minutes after the scheduled beginning of their workday. Employees that must leave work due to illness, emergencies, etc., before the completion of the work shift, must inform their supervisors within a reasonable time period. The notice should include a reason for the absence and an indication of when the employee can be expected to report to work. If the supervisor is unavailable, notification should be made using your chain of command or supervisor designee. The manner of notification is left to the discretion of the supervisor.

All changes or deviations from regular work hours must be documented on the timesheet on the KY Time Tracker System. A pattern of tardiness will be grounds for disciplinary action.

Rest Breaks

In accordance with Kentucky Wage and Hour, employees should receive a rest break. BRDHD allows fifteen minutes at approximately the middle of every four hours of work not interrupted by a meal period.

Supervisors are responsible for scheduling the time for employees' rest breaks and should consider the work load and the nature of the job performed. Whenever necessary, the frequency and time of rest periods may be changed.

Time spent on rest breaks will be compensated as working time, and employees are not required to sign out and in on their time sheets. However, employees are expected to be punctual in starting and ending their breaks and may be disciplined for tardiness. Employees who choose to remain at work during rest breaks are not entitled to arrive later than the scheduled starting time or leave before the normal

quitting time and will not receive extra pay for the time worked. Employees on rest breaks may not interfere with other employees who are continuing to work.

Meal Breaks

In accordance with Kentucky Wage and Hour, employees will be offered a meal break no sooner than three hours after the work shift commences nor more than five hours after the work shift commences. Full-time employees are allowed a meal break near the middle of the workday. Part-time 100 or part-time employees scheduled to work more than five consecutive hours during any workday will receive a meal break of the same duration as full-time employees in their department. Supervisors are responsible for scheduling meal breaks and should take into consideration the work load and the nature of the job performed. Whenever necessary, the duration and time of meal periods may be changed.

Employees required to work more than ten hours in any workday will be allowed a second meal break no later than six hours after returning from their first meal break.

Employees will be subject to discipline if tardy in returning from a meal break. Employees on meal breaks are not permitted to interfere with other employees who are continuing to work. Employees are welcome to receive visitors in our facilities during employee break or meal periods. Due to HIPAA regulations, however, visitation must not occur in work or office areas where confidential information is stored, accessed, or discussed. Limit visitation to the meal or break period. Visitors must leave the premises when the meal period or break ends.

Forms: None

References: [KRS 211.1755 – Merit System for Local Health Department Personnel](#); [KRS 194A.050 – Execution of Policies, Plans, and Programs](#); [KRS 211.170 – Functions of Cabinet Relating To Local Health Departments](#); [902 KAR 8:120 – Leave Provisions Applicable to Employees of Local Health Departments](#); [902 KAR 8:100 – Disciplinary Procedures Applicable for Local Health Department Employees](#); [KRS 212.350](#); [KRS 212.640](#); [KRS 212.782](#)

Contact Person: Human Resources Manager, Payroll

Procedure Origination, Revision, and Review Tracking

Procedure Number	Origination Date	Description of Revision or Reviewer Name
1.09	12.14.2017	HR Manager – Procedure creation

1.09	9.24.2020	HR Manager-review and updated (KY Time Tracker)
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