

 Metro | *Policies and procedures*

Subject Work Schedules
Section Human Resources
Approved by MERC Commission

EXCERPT FROM MERC PERSONNEL POLICIES (2007; updated 2013)

Policy is under review. Numbering has been changed from original manual; content is from former Section 16.0, MERC Personnel Policies (2007).

WORK SCHEDULES

1. The normal workweek shall be 40 hours, Thursday through Wednesday. In order to provide the best service to the public, facility directors may establish operating schedules for departments that vary from the normal work schedule. Nothing contained in this section or elsewhere in the Personnel Policies shall be construed as any guarantee of hours of work per day or per week.

- a. Flexible Work Schedules

Supervisors and managers may establish employee work schedules, which vary from the normal work schedule. The Facility Director or designee must approve all flexible work schedules.

- b. Job Share **REPLACED** – See *Job Sharing policy (Oct. 2013)*

<DELETION>

- c. Telecommuting

Telecommuting is defined as transportation and work alternatives that substitute home-to-work commuting with working at home or at satellite work locations. In order to telecommute an employee must receive written authorization by the Facility Director.

- d. Part-time Positions

With the written agreement of the Facility Director(s) and supervisor(s), part-time non-benefited positions may be combined to increase an employee's hours but not for the purpose of receiving benefits.

- e. Lunch and Breaks

All employees shall be allowed a lunch break of at least thirty (30) minutes, but not more than one hour for every work shift of at least six hours. All employees are

entitled to a fifteen (15) minute paid break period for every four-hour segment or major portion thereof in the work period. If an employee works a shift longer than 10 hours they are entitled to three paid rest breaks.