

Procedure Title:

WORK CONDITIONS & HOURS

PROCEDURE NUMBER: 5-0-6

Policy Title:

Break Periods

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. Each normal workday, full-time nonexempt employees are provided with 2 fifteen (15) minute break periods. Supervisors will advise employees of the regular break period length and schedule according to the needs of the program. To the extent possible, break periods will be provided in the middle of work periods. This time is counted and paid as time worked. As such, employees must not be absent from their assigned areas beyond the allotted break period time and may not leave the premises during break periods. Break periods may not be used “as leave” or to offset “time off” during scheduled work time.
2. It is Keystone’s policy to provide meals to direct service staff, who are required to eat meals with our clients. These employees are expected to provide supervision, positive interaction, and assistance to clients throughout mealtime.
3. These meals are provided at no cost to employees since they are furnished for the convenience of Keystone in connection with its business purposes. All such meals are provided in Keystone’s residential homes/dining areas.

NOTES: