

CHAPTER Human Resources	CHAPTER 05	SECTION 001	SUBJECT 80
SECTION Personnel		DESCRIPTION Work Schedules and Breaks	
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APPLICATION:

☒ CMH Staff	☐ Board Members	☐ Provider Network	☐ Employment Services Providers
☐ Employment Services Provider Agencies	☐ Independent Contractors	☐ Students	☐ Interns
☐ Volunteers	☐ Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) complies with Labor Laws and the terms negotiated in the union contract by providing breaks.

STANDARDS:

- A. The ordinary work day is from 8:00 a.m. to 5:00 p.m. with a one-hour meal break. On days LCCMH is open for extended hours, the late shift work day is from 10:00 a.m. to 7:00 p.m. with a one-hour meal break.
- B. Each staff member may take a fifteen-minute break during each four-hour work period.
- C. Most staff schedule their own breaks. Some staff have a formal break schedule developed by their supervisor.
- D. LCCMH management reserves the right to establish and to change work schedules to meet the needs of the organization and persons served.

AM:lr

Supersedes: #03/08012 dated 03/25/2008