

<b>Hawkeye Area Community Action Program, Inc.</b>	<b>Policy # 402</b>
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<b>Work Hours</b>	<b>Effective: April 28, 1983</b>
	<b>Revised: September 22, 2016</b>
APPROVED BY: Board of Directors	

## **Policy Statement**

Due to various responsibilities and duties of the different job classifications of positions within HACAP working hours will vary among positions. The normal work week is forty (40) hours per week, consisting of eight (8) hours per day, five (5) days per week, excluding the lunch period. No non-exempt employee may work more than forty (40) hours per week without the specific approval of the CEO or their designees. The supervisor in charge shall advise employees under their supervision concerning working hours and job assignment according to the job description, Article VI of the Collective Bargaining Agreement.

For every four (4) hours consecutive hours of work, non-exempt employees shall receive a fifteen minute paid break scheduled by their supervisor to meet the program needs.

All lunch periods are unpaid except for employees who are routinely assigned responsibilities during the period.

Flexible scheduling and approval of permanent adjustments in work schedules are the prerogative of the CEO. Individual Supervisors may approve day to day adjustments in work schedules to meet program needs.

## **Process Manager**

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.