



EAST TENNESSEE STATE UNIVERSITY

Facilities Management

Policy Number: 100.8

Title: Shift Break Policy

Implementation Date: January 4th, 2016

Last Audit Date: July 29th, 2016

Last Revised: August 1st, 2016

Introduction

The Facilities Management Department is responsible for the maintenance of ETSU's facilities. In order to carry out this responsibility, Facilities Management employs personnel, organized into various shops, such as carpentry, grounds, electrical, plumbing, and motor pool. This policy will assist in creating a uniform guideline regarding employee rest and meal break times, in an effort to bring organization and professionalism to employee work scheduling.

Purpose

The purpose of this policy is to develop a standard schedule of break times for all workshops of the Facilities Management Department. Uniformity of break periods provides structured work conditions for employees in an effort to optimize productivity. Break times are compensable with the exception of the lunch break.

Scope

This policy applies to all Facilities Management employees.

Definitions

Compensable: entitled to compensation or payment

Procedures

Employees may be permitted to take two compensable fifteen minute breaks during a 7.5 hour work day. Break time schedules may be altered by shop supervisors or management personnel if there is a verifiable need, such as projects that must be completed before building occupants arrive. Fifteen minute breaks may be cancelled by shop supervisors or management personnel if work deadlines and time constraints will not permit their use. Lunch breaks will be scheduled by the supervisor based on workloads. Lunch breaks are not compensable. Work breaks and/or lunch breaks cannot be accumulated or used to compensate for early departure from duty. Break times are to be taken at the worksite in the field.

unless there are circumstances that require a person to return to the shop based on supervisor approval.

Overtime

When an employee incurs overtime, break times will be scheduled by supervisors or management personnel.

Responsibilities

All Facilities Management employees are responsible for adhering to this policy. All Facilities Management directors and supervisors will ensure that their subordinates adhere to this policy. Facilities Management employees who fail to comply with this policy may be subject to disciplinary action for noncompliance with university policies.

References

PPP-05: ETSU Pay Procedures

Contact Persons

Associate Vice President
Director of Facilities Management Operations
Business Director

Approved by: _____
William Brady Rasnick, Jr., Associate Vice President, Facilities
Management

Date approved: _____

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