Hours of Work policy (Option 2)

The Company normally is open for business between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. These are the standard working hours, which may be modified only with supervisory consent or direction. All employees are expected to be at their desks or work stations at the start of their scheduled shifts, ready to perform their work.

Each employee will receive a one-hour unpaid meal period each day. The timing of this break for each employee will be designated by the employee’s supervisor. No work may be performed during the meal period. If you do perform work during a meal period, you must inform your supervisor immediately and your timecard must reflect that you worked during the meal period.