



Human Resource Policy Manual

Subject: Work Schedule Policy

HR Policy: 480

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Board of Directors Approval: 03/12/05

MSHS Policy Council Approval: 04/02/05

This Policy has been drafted as a guideline for our employees. Final interpretation of the items discussed will be governed by the applicable procedure statements and the Human Resources Department. It shall not be construed to form a contract between our employees and the operating units of Texas Migrant Council, Inc. Texas Migrant Council, Inc., reserves the right to alter, rescind, or change any part or section of this Policy unilaterally and without prior notice.

1.0 PURPOSE

This policy defines Texas Migrant Council, Inc.'s general hours of operation, lunch periods and breaks for employees.

2.0 SCOPE

This policy covers all Texas Migrant Council, Inc.'s. employees at all facilities and locations.

3.0 WORK SCHEDULES

3.1 Texas Migrant Council, Inc.'s supervisors have established work schedules for each employee they supervise. Supervisors may change work schedules based on the needs and requirements of the different components within Texas Migrant Council, Inc.

3.2 A normal workday for a full-time position shall consist of five (5) eight (8) hour days, forty-(40) hours per week. Meal periods and will be unpaid. However, employees may be required to work other days and hours within the workweek as deemed appropriate by Texas Migrant Council, Inc.'s mission.

3.3 Texas Migrant Council, Inc. expects its employees to be reliable and punctual. They should report for work on time and as scheduled to avoid interference with the Texas Migrant Council, Inc.'s mission. If an employee cannot come to work or will be late for work for any reason, they must notify their supervisor as soon as possible.

4.0 LUNCH SCHEDULES

3.3 Lunch periods are one (1) hour in duration and can be scheduled by the supervisor and employee on a staggered basis for continuous coverage of an office. Employees cannot skip or work through lunch in order to quit early at the end of the day.