

3.16 Rest and Meal Periods

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide its employees with adequate meal and rest periods during the workday.

Procedure:

Each workday, full-time employees are provided with two rest periods of 15 minutes in length; employees scheduled for five hours of work are eligible for one 15 minute break. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not leave their work site nor be absent from their workstations beyond the allotted rest period time.

All full-time employees who are scheduled to work at least five hours during a work day are provided with one meal period no less than 1/2 hour and no more than 1 hour each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.