**Purpose:**

The Work Schedules and Rest Periods Policy ensures adequate staffing during working hours and provides you with the understanding of what is expected of you during your shift. Work schedules ensures that the center is not understaffed or overstaffed for any part of the day. Work Schedules and Rest policy also provides adequate rest and planning time to keep the classrooms flowing as smoothly as possible.

**Policy:**

Employees must follow established work schedules. The usual work schedule is 40 hours per week, Monday through Friday. Work schedules at Nest are between 6:30 a.m. to 6:00 p.m. An employee will be informed of work schedules by the immediate supervisor. Work schedules for hourly paid staff normally include an unpaid lunch break of at least 30 minutes. Work schedules provide for one paid 15-minute rest period for each consecutive four hours worked. At supervisor discretion employees may receive additional rest breaks. If conditions warrant, employees may be asked to work through the normally scheduled rest period. At such times employee cooperation is expected. An employee who believes the supervisor is abusing the rest period policy should contact Executive Director.

**Guidelines:**

* Employees are expected to be in their classrooms ready to implement the day’s lesson plan and daily schedule at the start of their shift. If you are going to be late or if you are unable to report to work you must notify your Center Manager.
* Rest periods are an employment privilege. Rest periods may not be "saved" to shorten the employee's workday, to extend lunch breaks, or to alter the work schedule in any way. Rest periods not taken will be forfeited. Abuse of rest periods may result in loss of the privilege.
* Lunch breaks provide the employee time for a meal or rest. Lunch time may not be used to shorten the work day.
* Staff members are prohibited from consuming alcohol or controlled substances during lunch breaks, rest periods, or at any time during their work schedule (this includes prescribed controlled substances. Any staff member reporting to work under the influence of alcohol or any controlled substance or suspected of drinking alcohol on the premises will be suspended pending results from a medical clinic of the center’s selection. Upon the results of the completed tests, you may continue to be suspended without pay with a specified return to work date or you will be terminated.
* If the employee wishes to use their lunch break to run errands you are allowed one hour to do so. It is important that you consider how much time is needed for the errand as to not exceed an hour. Any time over your designated break time will be unpaid. Repeated late returns to work from lunch break violations is an attendance violation and may result in an unpaid suspension.
* There should be at least two staff in the center at all times. This includes the opening and closing of the center. It is important to never leave a person alone with children in the center.
* Classroom staff need time away from children and the classroom to plan, complete reports or other administrative duties. Planning time should be scheduled every week for every staff person for at least 30 minutes but not more than one hour. Planning time can not be used to extend rest periods, lunch breaks or to extend the work day. If the planning time scheduled conflicts with staffing ratios or other events that may require the teacher to be present in the classroom; planning time will be rescheduled or cancelled.
* Employees are expected to be flexible and may be called upon to fill in for an employee that has called off to meet ratio requirements.
* Employees are expected to complete their scheduled shift. If the need arises where the employee must leave early they must make arrangements for coverage with the Director.
* Walking off the job for any reason is considered voluntary resignation. Walking off the job is defined as leaving your classroom and/or the center; ending/or not completing your shift without prior permission to do so.

I have read and agree to abide by the guidelines as stated above.

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Employee Printed Name Date

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Employee Signature