Policy: The Division of Mental Health and Developmental Services will comply with regulations governing work weeks, meal periods, and breaks as established by the Department of Personnel.

Purpose: To ensure compliance with relevant laws and regulations.

References: NAC 284.524 – 525.

Procedures:

I. Work Day/Work Week/Break and Meal Period

A. The workday may consist of different numbers of hours per day dependent upon the service needs of the program. However, no workweek will exceed 40 hours for a full-time employee. The typical workday for a full-time employee consists of two 4-hour work periods, separated by a ½ to 1-hour meal period.

B. A ½ to 1-hour meal period must be provided during each period of work that exceeds 6 hours. The meal period, insofar as practicable, must be in the middle of the work period. The requirement to relieve an employee for a meal period does not apply to employees who receive paid meal periods.

C. A rest and/or break period of 15 minutes must be granted for each 4-hour period of work, taken insofar as practicable, in the middle of the 4 hour work period. Rest periods do not accumulate; if not taken they are forfeited.

II. Reduced Work Schedule - The agency director may approve a reduced work schedule for employees when it is clearly in the best interest of the agency. Employees wishing to work less than full-time (40 hours per week) must submit a written request to the agency director explaining in detail why they wish to reduce their working hours, how this reduction will benefit the agency, how many hours a week they intend to work and how long they wish to remain in reduced work-week status. It shall be at the discretion of the agency director to approve/ disapprove requests to work less than full-time after considering such issues as benefits to the agency, current staffing patterns, scheduled vacations, workloads and whether other employees are currently on extended leave status.

III. Shift Change - Employees interested in a transfer of shift assignments should submit a written request for such consideration to their supervisor and the agency personnel representative.

IV. Each agency shall formulate policies and procedures to implement the provisions in this policy or shall incorporate this policy into its policy and procedure manual.

Administrator

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