

400.4 Work Time During Work Hours

Employees are expected to be on the job continuously during working hours. This expectation includes starting work promptly at the start time and at the end of mid-shift break and remaining at work until the end of the work period or shift. Allowable expectations to this rule are:

- a. When on an approved work break.
- b. When on approved leave.
- c. Necessary personal time (restroom visits, etc.).
- d. Work related business.
- e. Adding equal time to the end of a mid-shift break when job causes a late start on the mid-shift break.
- f. Emergencies.