



Rest Break, Meal Periods & Premiums Manager Guide

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OVERVIEW OF REST BREAKS & MEAL PERIODS, MANAGER/SUPERVISOR

This guide is intended to minimize confusion during the clock out process at the end of the workday for employees and to assist managers & supervisors with managing Rest & Meal Premiums and how they are applied to the timecards.

Managers and Supervisors are responsible for ensuring that staff members take their required Rest Breaks, these breaks are not optional and must be taken. In the instance an employee does not take a rest break, and they attest to 'No' when clocking out; the employee must email their manager, including the date and reason for the missed rest breaks. Managers will review this request and, when appropriate, will manually adjust the timecard to include the Rest Break Premium.

We understand that there are instances when an employee cannot take a Meal Period because they must remain on duty.

When an employee clocks out for their Meal Period, the system does not allow them to clock back in for 30 minutes. If the employee is required to clock back in early, the employee will need to make an adjustment on the timecard to submit to the manager for approval.

When employees do not utilize the designated time clock, ADP Dashboard or the mobile application to log their punches attestations will not be recorded for the employees. Managers or Supervisors are responsible to ensure the rest break and meal period premiums are accurately recorded in the timecard.

If the lunch break is less than 30 minutes than what was recorded, the manager must ensure the meal premium gets applied to the timecard.

MEAL WAIVER: MANAGER/SUPERVISOR

Employees with a meal waiver on file must select "**I have a meal waiver on file**" on the meal break attestation at the end of each workday. They should not choose "yes" or "no."

The Meal Waiver form does not stop employees from taking a break, it allows flexibility for taking a break at a later time. When employees with waivers take a meal period they are required to clock out and back in. It is not paid break. It does, however, waive the meal premium.

ONE NURSE CLINICS, MANAGER/SUPERVISOR

Clinic's that operate with one nurse clinic and the nurse is not able to be relieved of duty to take an uninterrupted meal break will continue to answer '**I have a waiver on file**' at the end of each day. However, managers will apply a meal premium based on shift as a Paycode to the timecard and the amount to the right of the Paycode in the timecard.

WAIVER ON FILE AND UNABLE TO TAKE A BREAK TO MEET THE NEEDS OF NKC, MANAGER/SUPERVISOR

If an employee cannot take a break due to the operational requirements of Northwest Kidney Center, they must still attest '**I have a waiver on file**'. Employees will then inform the manager via email, providing the date and reason for the inability to take a break. The manager will review the submitted

request and make any necessary adjustments to the employee's timecard by applying a meal premium based on shift as a Paycode to the timecard and the amount to the right of the Paycode in the timecard.

HOW MEAL PREMIUMS ARE APPLIED, MANAGER/SUPERVISOR

Shifts less than 5 hours

- No meal premium will be applied if an employee works less than 5 hours.

Shift 8 hours When & How Premiums apply to the timecard

- No meal premium will be applied if the meal break starts before the 5th hour.
- No Meal premium will be applied if the meal break starts before the 5th hour and is an uninterrupted 30-minute break.
- If an employee begins the meal break at precisely the 5th hour, a meal premium will automatically be applied to the timecard of 0.50.
- Meal Break taken before the 5th hour is less than 30 minutes. A meal premium will be applied to the timecard of 0.50.
- Employees who take less than a 30-minute meal break to meet NKC's business needs will need to manually apply a premium to their timecard of .50.
- When the 5th-hour meal is taken late, the meal premium is applied to the timecard of 0.50.
- If the meal break is taken late and the employee takes less than 30 minutes, 0.50 will be automatically applied. Managers must manually add 0.50 to the timecard for the short meal break.

Shift 10 hours When & How Premiums apply to the timecard

- No meal premium will be applied if the meal breaks are started before the 5th hour or the 10th hour.
- No Meal premium will be applied if the meal break starts before the 5th or 10th hour and is an uninterrupted 30-minute break.
- If an employee takes the 5th hour meal break late and takes the 10th hour meal break before the 10th hour a meal premium will be applied to the timecard automatically of 0.50 for the 5th hour. No meal premium will be applied for the 10th hour.
- If an employee begins the meal break at precisely the 5th and the 10th hour, a meal premium will automatically be applied to the timecard of 0.50 automatically. 0.50 will need to be manually applied to the timecard.

ATTESTATIONS – MANAGER/SUPERVISORS

In configuring the ADP Workforce Manager module, an attestation process was built for employees to document that they are taking their meal and rest breaks as required by law. This attestation is for employees to attest to their Rest Breaks and Meal Periods.

The ADP workforce manager is set up to look at the 5th, 10th, and 15th hours of employees' shifts each day. When an employee misses a meal break, the manager will document that missed meal and apply a premium to the timecard. In these instances, the meal premium is not applied automatically through ADP Workforce Manager.

ATTESTATION ANSWERS BY EMPLOYEES WHO HAVE A WAIVER ON FILE

Reports

In ADP Workforce Manager, the manager should review three reports to ensure you know employees with a waiver on file and assess their responses regarding rest and meal breaks. To access the reports, click on the menu icon in the top left corner of the Dashboard. There, you will find DataView & Reports and the DataView Library.

Attestation – Meal Waiver

This report allows the manager to assess employees' answers to all the Meal attestations when they clock out at the end of the day. All employees who have a waiver on file need to answer, 'I have a waiver on file'. Employees who have answered anything other than 'I have a waiver on file' need to have the timecard updated to cancel the premium.

Attestation Answers

This report documents all attestation answers for both Rest & Meal Breaks employees who clocked out at the end of the day.

Attested No to rest break: Rest Break Premium needs to apply to the timecard.

Attested No Does not apply: Review timecard to ensure

Meal Waiver

This report provides managers with a list of employees who have a waiver on file and if they have revoked the waiver form.

OVERVIEW OF REST BREAKS & MEAL PERIODS, EMPLOYEE RESPONSIBILITY

This section walks through what is on the employee guide for the Rest Break and Meal Period that is provided to employees for manager reference.

It is the responsibility of non-exempt employees to clock out at the conclusion of each workday using the designated time clock, the ADP Dashboard, or the mobile application, depending on their specific position. When logging out, all hourly employees are required to confirm that they have taken all rest, and meal breaks throughout their shifts.

This guide explains when, how and why employees are attesting to rest breaks and meal periods when clocking out at the end of the shift.

REST BREAKS - EMPLOYEE

Non-exempt employees are entitled to a 15-minute paid rest break for every 4 hours worked during their shift, and this right cannot be waived. These breaks may be taken intermittently as the nature of the work allows, or they may be scheduled (or both). Scheduled breaks must be taken as close to the midpoint of each 4-hour work period as possible and no more than 3 hours after the start of the

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scheduled shift. Rest Breaks are paid breaks. One rest break is allowed to be taken along with a meal break. However, the employee only needs to clock out for the meal break.

Shift Duration	Rest Breaks Allowed Per Shift Duration
4 Hours	1/15 minutes
8 Hours	2/15 minutes
10 Hours	2/15 minutes
12 Hours	3/15 minutes

ATTESTATION FOR REST BREAK - EMPLOYEE

At the end of the day, when selecting Clock out for the Day, the employee must attest to taking Rest Breaks as Yes, No, or Does not apply. The Rest Break does not apply only if an employee works less than 4 hours in a shift.

- Did you take Rest Break 1?
- Did you take Rest Break 2?
- Did you take Rest Break 3?

In the event that an employee did not take 1 or more Rest Breaks required they must email their manager with the date and the reason a rest break was not taken.

MEAL WAIVER/MEAL REVOKE FORM- EMPLOYEE

This form is voluntary and there is no requirement that it be signed. A meal waiver form may be revoked at any time.

To request a Meal Waiver or a Meal Waiver Revoke form, e-mail people@nwkidney.org. The request must be sent by the employee and not by the employee's manager. The form will be sent to the employee's work email address. After the form is filled out and signed, it should be sent to the employee's manager for review, approval, or decline.

Signing a Meal Waiver does not restrict employees from taking their well-deserved breaks; instead, it offers valuable flexibility to enjoy those breaks at a time that is better suited and beyond what the law permits. It is still required to clock out and back in from meal breaks.

All non-exempt employees who have signed a waiver and take a lunch break must clock out and back in for meal breaks.

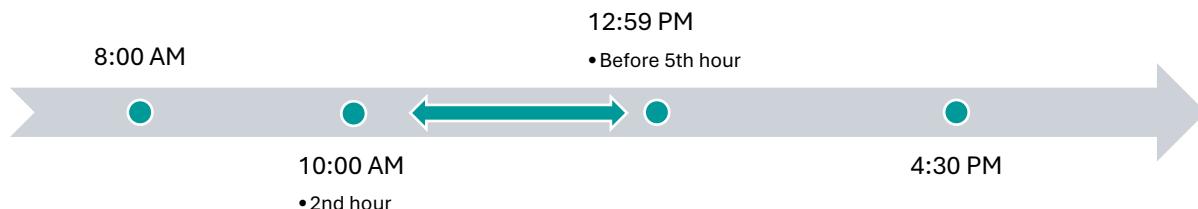


MEAL BREAKS - EMPLOYEE

WHEN MEAL BREAKS ARE TO BE TAKEN

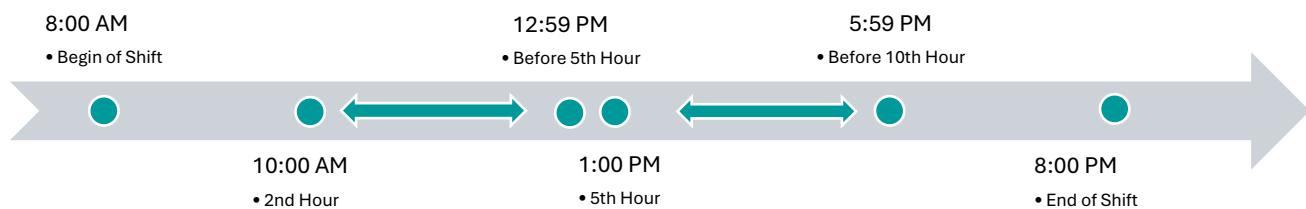
Employees who typically work an 8-hour shift

- Employees are entitled to take one 30-minute meal period.
- The 30 minutes must be provided between the second and fifth working hours, but not on or after the 5th hour.



Employees who typically work a 12-hour shift

- Employees are entitled to take a 30-minute meal-period no later than at the end of each five hours worked.
- The second 30-minute meal period must be given within five hours from the end of the first meal period.



ATTESTATIONS FOR MEAL BREAK – WAIVER ON FILE - EMPLOYEE

At the end of the day, whether it is on the time clock, online, or on the mobile app, select:

'Clock Out for the Day'

After attesting to rest breaks, the employee will be directed to attest to the meal period. If there is a waiver on file, the employee must select '**I have an approved Meal Waiver on file**' regardless of whether they took a meal break.

Unable to take a Meal Break

If an employee is unable to take a break due to Northwest Kidney Center's operational requirements, they must still attest to 'I have waiver on file'. The employee must inform their manager via email, providing the date and reason for the inability to take a break. The manager will review the submitted request and make any necessary adjustments to the employee's timecard. This protocol will also apply to clinics operating with only one nurse supervisor on staff.

ATTESTATIONS TO MEAL BREAKS – NO MEAL WAIVER ON FILE - EMPLOYEE

If all meal breaks were taken

- 8-hour shift - 1 meal break: **Yes**
- 10-hour shift – 2 meal breaks: **Yes**

If all meal breaks were not taken in the 5th and 10th hours

- 8-hour shift: No meal break.
 - Select: **No**
- 10-hour shift:
 - I took the 5th-hour meal break and did not take the 10th-hour meal break.
 - Select: **No**
 - I did not take my 5th-hour meal break but took the 10th-hour meal break.
 - Select: **No**
 - I did not take a 5th or 10th-hour meal break.
 - Select: **No**

If the employee worked less than 5 hours

- Select: Does not apply

POLICIES – REST BREAK & MEAL PERIOD - EMPLOYEE

At any time, you may refer to the Rest and Meal Period policies by accessing them via PolicyStat, located on K-net. Should you have any questions regarding these policies, please direct your inquiries to people@nwkidney.org.

Policy Names

Rest Break and Meal Periods Policy ID 18037537

CONTACT FOR ASSISTANCE - EMPLOYEE

For employees needing assistance, always contact your manager or supervisor first. If you need further help, reach out to payroll or the payroll manager.

Contact	Name	Email address	Phone Number
Payroll Specialist	Allen Agcamaran	payroll@nwkidney.org	(206) 720-8808
Payroll Manager	Annie Gregory	Annie.gregory@nwkidney.org	(206) 901-8730 o. (206) 608-0216 c.