

Charleston/Dorchester Community  
Mental Health Center

**Work Hours**

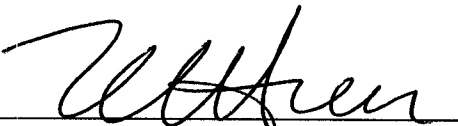
The purpose of this policy is to define the scope of work hours for the C/DCMHC.

**NORMAL WORK HOURS:** The normal work schedule for the Charleston/Dorchester Community Mental Health Center is 8:30 a.m. to 5:00 p.m. and all service areas will open during this time.

**WORK SCHEDULES:** It is the supervisor's responsibility to 1) ensure a current work schedule on each employee is on file with the Center's Timekeeper, 2) submit revised schedule(s) to the Timekeeper, in advance, to reflect any changes, and 3) update schedule(s) to accommodate needs of C/DCMHC.

**LUNCH BREAKS:** Lunch breaks should be scheduled to ensure adequate coverage is maintained at the service area. At least one clinical person must be available during these periods. Employees, with prior approval from their supervisor, may elect either a 30 min or one hour lunch break. Their work schedule will be adjusted appropriately (see below) but employees are still required to work their normal number of daily work hours. Granting of 30 minute or 60 minute lunch hour schedules will be governed by the needs of the center after which there will be an attempt to accommodate the wishes of the individual employees.

**ADJUSTED WORK SCHEDULES:** Employees who are required to work evenings and nights on a regular basis (e.g., shift work, evening group therapy, etc.) will have an adjusted work schedule. Their work week will not exceed 40.0 hours (Sunday - Saturday). These schedules will be used to benefit the operations of C/DCMHC and must be approved by the Management Team in advance.

  
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Thomas G. Hiers, Ph.D.  
Executive Director

  
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Date  
(Revision of Policy Dated 4/9/97)