	THE JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR701
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## **Policy**

It is the policy of The Johns Hopkins Hospital and The Johns Hopkins Health System Corporation (JHH/JHHSC) to pay nonexempt (hourly) employees for all hours worked—for any time spent for the organization’s benefit. This policy applies to employees whether they were required or permitted to work or whether they volunteered to work.

In order to pay nonexempt employees all compensation earned and to comply with federal and state wage and hour laws, JHH/JHHSC must maintain accurate records of all working time. Both supervisors and employees play an important role in maintaining accurate records.

**Supervisors** are responsible for the following:

1. approving, monitoring, recording, and correcting hours reported; and
2. communicating any changes to the employee.


**Employees** are responsible for the following:

1. obtaining approval to perform work outside of scheduled working hours;
2. obtaining approval to work through or substitute a meal break;
3. reporting hours worked according to the applicable departmental procedure;
4. reviewing their pay statements in a timely manner; and
5. reporting any discrepancies to their supervisor.

## **Meal Periods & De Minimis Activities**

Each regular workday, all nonexempt employees will be scheduled for one 30-minute, unpaid meal period in a shift of eight (8) hours or more, workload permitting. A meal period is unpaid if an employee is completely relieved of his or her duties and is free to leave the work area. A meal period is also unpaid if an employee is interrupted for a very brief time. However, in order for interruptions to be unpaid, they should be minimal, insubstantial, and limited to urgent or emergent circumstances.

Employees must have management’s approval before missing a scheduled meal period. If a manager cannot schedule a substitute meal period during the same

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shift, the employee will be compensated for all hours worked, including time worked during a missed meal period.

**References**

Fair Labor Standards Act of 1938, as amended  
 Maryland Wage and Hour Law

**Sponsor**

Vice President, JHH/JHHSC Human Resources

**Review Cycle**

Three (3) years

**Approval**



4/15/2010

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Vice President,  
 JHH/JHHSC Human Resources

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Date