

Meal & Break Best Practices Human Resources

- **Waivers**
 - Keep original waivers in employee files.
 - Ensure that all employees have signed compliant waivers. If you can't determine this without auditing all employee files, determine if it is easier to have all except recent hires sign a new waiver.
 - Ensure that department heads and supervisors know which of their employee have signed the waivers.
- **Postings**
 - Ensure that Wage Order 5-2001 is posted in a location commonly frequented by employees.
- **Time clocks**
 - Make sure your clocks are in optimal locations to ensure that employees are most likely to punch in and out for meals as well as shifts.
- **Missed Meal/Break Logs**
 - Ensure that each department is using approved forms for logging missed meals and breaks.
 - Sample forms are available on eTenet.
 - If you have automated timekeeping, you may want to incorporate logging of missed meals/breaks with your timekeeping correction process, to make process easier for staff.
 - Work with payroll and unit management to ensure ongoing consistent use of your log method.
- **Orientation-General**
 - Ensure all material covered in orientation is documented in the orientation agenda that is signed by the employee.
 - Ensure meals & breaks are covered in general orientation, including where employees can find the policy in the employee handbook and on eTenet.
 - Cover facility's goal of ensuring all employees are provided an opportunity to be relieved from work to take meals and breaks, including handing off hospital-provided communications devices.
 - Cover facility's responsibility to employees when meals or breaks are not made available.
 - Cover employee's responsibility to report all missed meals and breaks according to facility process (typically meal/break log).
 - Ensure timekeeping process (manual or automated) is covered.
 - Ensure review of timecards/edit sheets or paychecks is covered.

- **Orientation-Managers**
 - Ensure all hospital leaders attend a formal orientation. This would include line supervisors up through department directors.
 - Ensure all material covered in orientation is documented in the orientation agenda.
 - Ensure meals & breaks are covered:
 - Review all material provided to employees in general orientation.
 - Cover responsibilities of hospital leaders in ensuring staff is provided an opportunity to take meals & breaks
 - ✓ Review of meal/break logs
 - ✓ Audit of timekeeping edit sheets
 - ✓ Scheduling for meal/break coverage
- **Department Head Meetings**
 - Use a sign in log
 - Take minutes (or have someone take minutes)
 - Distribute copies of minutes to all attendees
 - Keep a copy of any information distributed
 - Provide reminders to group regarding meals and breaks, with updates as necessary
- **Facility Administration**
 - Provide updates regarding management of meals and breaks
 - Review of penalties incurred by departments
 - Identification of problem areas, with recommendations for corrective action
 - Communicate upcoming revisions and any other changes