

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: I-Human Resources Management

Section: 1302.90 Personnel Policies

Subject: Lunch Breaks for Family Service Advocate

Policy:

Family Service Advocates are required to work an 8-hour day.

Procedure:

1. Family Service Advocates may choose to work a straight 8-hour shift if they eat at the center in the lunchroom assisting with children.
2. Family Service Advocates may choose to take a half hour lunch break away from the center, however the time is not considered on the clock and the length of the workday must be adjusted accordingly.
3. The Family Service Advocates with direction from the Center Director and Family Service Coordinator may choose to work the following shifts:
 - a) 7:30 a.m. to 3:30 p.m. (lunch on site with children)
 - b) 7:30 a.m. to 4:00 p.m. (lunch on own)
 - c) 8:00 a.m. to 4:00 p.m. (lunch on site with children)
 - d) 8:00 a.m. to 4:30 p.m. (lunch on own)
4. The hours worked must be approved by both the Center Director and Family Services Coordinator.