

10-19-17

**JPW STRUCTURAL CONTRACTING'S BREAK TIME
POLICY REMINDER!**

BREAK TIMES:

09:00 - 09:15 (morning break)

11:55 - 12:30 (lunch)

02:30 - 02:45 (afternoon break)

REMINDER, PER JPW III:

- If you punch in late (after 07:00 am) you lose your morning break.
- If you are leaving early am you do not get a morning break, and if you are leaving early pm you lose your afternoon break.
- If working an 8-hour day you do not get an afternoon break.

***Several employees have been witnessed taking extended breaks.
Employees will face disciplinary action for abusing break time
privileges!***