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B. Work Hours

Purpose:

This SOP describes the assigned break times. It is expected that, unless the employee has permission from the Supervisor, they will be at their work tasks.

Responsibility: Animal Care Technicians

Procedures:

Two half hour breaks, an hour lunch break, and shower-out time are allowed for Animal Care Technicians.

- C Breaks are from 9:00 - 9:30 a.m., 11:00 a.m. - 12:00 p.m., 1:00 - 1:30 p.m., 3:00 - 3:30 p.m. The last half hour is intended for showering and for making preparations to leave for the day. The extended showering time is in place to accommodate shower shortage space in Bldg. 9210. Showering is encouraged to wash off allergens that may serve as irritants to yourself and your family. Showering at the end of the day is encouraged.
- C Employees are expected to be at their assigned work tasks during non-break times.
- C Leaving early for or returning late from any of these breaks is allowable only with the permission of the Supervisor.
- C It is ORNL policy that telephones are for official business use, with limited personal use allowed. Please bear the company policy in mind when using the phone for personal calls and please use break times for personal calls. ORNL policy is found at ORNL-HR-033, "ORNL Policy on Personal Use of Unclassified ORNL Resources."

Telephones and Computer

Telephones

Telephones are for official business use only. However, you may use the telephones for the following types of personal calls, if necessary:

- Informing loved ones of a change in work schedule,
- Conducting personal business that can not reasonably be done outside of work hours (e.g. banking problems), and emergencies.

If you make personal long distance calls, you must charge these calls to your home phone or personal credit card.

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Computers

Use computers and the World Wide Web (WWW) for official business purposes, with limited use for personal business. ORNL policy is found at ORNL-HR-033, "ORNL Policy on Personal Use of Unclassified ORNL Resources."

Failure to abide by the rules for telephone and computer use could result in disciplinary action up to and including termination.