



**Student Employees (current students of MMCC working up to 29 hours/week):**

- Rest Periods: One paid fifteen-minute rest break shall be provided during each hour-hour period of work.
- Meal Periods: For every 6 consecutive hours an employee works, the employee will be provided a 30-minute unpaid meal break which shall be scheduled by their supervisor.
- Combining rest and meal periods is prohibited. Working through a meal period must be pre-approved by the employee's supervisor, as it may result in the overpayment of hours actually worked.
- Work Schedules: Supervisors will set schedules according to the needs of the department. Supervisors have the authority to adjust schedules based on the department needs, which can include calling in additional help, or sending employees home early.
- Workplace Etiquette:
  - Netflix, Hulu, ESPN, or other similar sites are prohibited during work hours.
  - Pandora, or online radio streaming is allowed. However, no earbuds are to be worn on the workstation and volume must be kept to a low level.
  - Insubordination will not be tolerated and could result in discipline up to discharge of employment.

**Part-Time Employees (non-MMCC students working up to 29 hours/week):**

- Rest Periods: One paid fifteen-minute rest break shall be provided during each hour-hour period of work.
- Meal Periods: For every 6 consecutive hours an employee works, the employee will be provided a 30-minute unpaid meal break which shall be scheduled by their supervisor.
- Combining rest and meal periods is prohibited. Working through a meal period must be pre-approved by the employee's supervisor, as it may result in the overpayment of hours actually worked.
- Work Schedules: Supervisors will set schedules according to the needs of the department. Supervisors have the authority to adjust schedules based on the department needs, which can include calling in additional help, or sending employees home early.
- Workplace Etiquette:
  - Netflix, Hulu, ESPN, or other similar sites are prohibited during work hours.
  - Pandora, or online radio streaming is allowed. However, no earbuds are to be worn on the workstation and volume must be kept to a low level.
  - Insubordination will not be tolerated and could result in discipline up to discharge of employment.