

Question:

Bristol-Myers Squibb would appreciate your help in answering the following questions on your practice for addressing standard work hours and lunch/breaks offered to your non-exempt employee population.

1. What are your standard work hours (e.g. 40 hour per week with the standard schedule of 9am to 6pm)?
 - a. If work schedules vary, indicate what the standard work hours are (e.g. 40 hours per week).
2. What time is provided for lunch and is lunch excluded or included (e.g. 9am to 6pm with one hour for lunch)
 - a. If work schedules vary, indicate what time is provided for lunch (e.g. one hour in addition to the 40 hours per week).
3. Is time provided for lunch unpaid or paid?
4. Do you provide breaks? If yes, are they paid or unpaid and for how long (e.g. two paid 15 minute breaks)?
5. Are any of the above mandatory by labor law for the specific state(s) (i.e. New York, New Jersey, California)?
 - a. If yes, please indicate location of the site(s) (e.g. Princeton, New Jersey, Los Angeles, California).

Linda Konrad, Bristol-Myers Squibb, 9/12/11

COMPANY & CONTACT NAME	COMMENTS
Pearson Christine Trum	<ol style="list-style-type: none"> 1. Standard hours are either 35, 37.5 and 40; depending on the facility. Schedules vary by facility as well. <ol style="list-style-type: none"> a. If work schedules vary, indicate what the standard work hours are (e.g. 40 hours per week). 2. 45 minutes for lunch is standard. <ol style="list-style-type: none"> a. If work schedules vary, indicate what time is provided for lunch (e.g. one hour in addition to the 40 hours per week). 3. Lunch period is unpaid for non-exempt staff. 4. For some teams, paid breaks are provided. For example, Customer Service phone support team allowed two paid 15 minute breaks/day. 5. All California sites (there are many) follow CA law requiring breaks during the day. Time tracking systems are customized to record break time.
Deere & Company Gail Henderson	<ol style="list-style-type: none"> 1. For non-exempt salaried employees (non-factory production) 8:00 to 4:30 is generally the normal business hours at our JD locations in the U.S. 40 hours with a 30 minute unpaid lunch time. Some locations such as factories may vary start and end times based on production schedules. Employees are allowed to take breaks in the morning and in the afternoon. In some states we are in, Wisconsin for example, we are required to document and go by a formal break policy. We do have Flex time for our employees in locations where the business allows.

	<ul style="list-style-type: none">a. Non-exempt, 40 hour workweek. For California for example and other states with over-time requirements after 8 hours, it is an 8 hour day.2. We do not have a specific documented lunch time. It is up to the business to determine if a pre-determined lunch schedule is required. Employees get 30 minutes unpaid.3. Unpaid4. Yes, paid – It is not documented but generally 15 minutes in the morning and 10 in the afternoon.5. We are only in California with only one or two non-exempt. We follow state mandates. Torrance California
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