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Working Hours: Studies of business practices clearly link worker strain to reduced productivity, increased turnover and increased injury and illness. Working hours are not to exceed the maximum set by local law. Further, a workweek should not be more than 60 hours per week, including overtime, except in emergency or unusual situations. western michigan university thomas m. cooley law school. student policy manual - michaelmas term 2018PDF. 010. POLICY. Policy consists of principles and values which guide the performance of a Department activity. Policy is not a statement of what must be done in a particular situation; rather, it is a statement of guiding principles which should be followed in activities which are directed toward the attainment of Department objectives. Full text of the MANUAL OF INSTRUCTIONS FOR SHERIFFS OF THE NLRC. Featured on-line by THE LAW FIRM OF CHAN ROBLES & ASSOCIATES - PHILIPPINES.