

Section: COMPENSATION
Subject: Rest and Lunch Breaks
Number: HR 3420

I. Institutional Regulations

Rest breaks and lunch breaks are granted to promote efficiency by providing employees with an opportunity to rest, relax and recharge periodically during their work day.

- A. Support Staff employees shall be permitted one 15-minute break during the first half of the day and one 15-minute break during the second half of the day, as work conditions allow.
- B. Non-Support Staff employees may be granted two paid rest breaks during the work day not to exceed 15 minutes each. Breaks shall be granted as work conditions allow and, if necessary, specific break times may be designated by the supervisor.
- C. Employees who work an 8-hour day shall be scheduled for at least a 1/2 hour unpaid lunch break. If necessary, specific lunch times may be designated by the supervisor.
- D. The two 15 minute rest breaks in an 8 hour shift may not be combined to create a 30 minute paid break.
- E. Rest breaks are intended to be taken during a shift and are not for the purpose of arriving late or leaving early.

II. Procedure

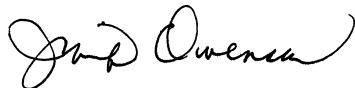
A. Rest Breaks

- 1. Rest breaks shall be considered work time when computing overtime for nonexempt employees.
- 2. Rest breaks are not guaranteed, but are to be taken as work allows.
- 3. Employees scheduled to work less than an 8-hour day may be granted one 15-minute rest break during any 4 consecutive hours of work as conditions allow.

B. Lunch Breaks

- 1. Lunch breaks are generally unpaid, with the following exceptions (see HR 3445):
 - a. Some employees are regularly scheduled a lunch break during which they are required to be on duty. These lunch breaks are paid time and for nonexempt employees, shall be considered work time for purposes of computing overtime.
 - b. If a nonexempt employee's lunch break is supposed to be work-free but is interrupted because s/he is required or suffered or permitted to perform some work, the employee shall be paid for the period of the interruption and another 30 minute lunch break shall be rescheduled. If another 30 minute uninterrupted period is not rescheduled, the employee shall be paid for the entire 30 minute lunch break. The paid time shall be considered work time for purposes of computing overtime for nonexempt employees.
- 2. Lunch breaks are required for Regular Support Staff employees working an 8 hour day and are to be assigned around the middle of the work day. Supervisors of Regular employees other than Support Staff should ensure that lunch breaks are built into the workday. Regular 8-hour shifts with no lunch break are not recommended.

APPROVED:



Executive Director, Human Resources

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March 1, 2019

Cross Reference: Board Policy 3015