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| **5.32**  | **Rest and Meal Breaks *(Adopted 6-1-1992; Revised 6-23-2003, 6-16-2014)*** Rest breaks and a meal break during the course of each workday will be provided for non-exempt personnel. The scheduled time for rest and meal breaks varies among departments, depending on the needs of the department.  |

 **General Guidelines: *(Adopted 6-16-2014)***

Rest and/or meal breaks may not be taken at the beginning or end of the workday except for special circumstances with supervisory approval.

 Employees must have prior approval to extend rest and/or meal breaks beyond their assigned period.

 Supervisors are responsible for balancing workloads and scheduling rest and meal breaks. A supervisor has the discretion to change the time of breaks based on departmental needs.

 Non-exempt employees must not perform any work related duties during the rest breaks and/or during the 30 minute unpaid meal break. Should an employee be required to work at his/her desk during a meal break, the employee’s work schedule will be adjusted accordingly unless prior approval for overtime has been given by the supervisor.

 Employees are expected to return to their work promptly at the end of each break and will be subject to disciplinary action for tardiness.

 Employees who are scheduled to work four or up to six hours may take one 15 minute paid break during the scheduled shift.

 Employees who are scheduled to work six hours or up to eight hours may take two 15 minute paid breaks during the scheduled shift.

 Employees who are scheduled to work 8.5 hours or up to 10 hours may take one 15 minute paid break prior to the 30 minute unpaid meal break and one 15 minute paid break after the unpaid meal break. Or, if approved by the supervisor, such employees may combine the two 15 minute breaks with the 30 minute unpaid meal break for a total break of 60 minutes.

 Nursing mothers should refer to Policy 5.45 for information regarding accommodations.

**Procedures:**

 **5.32.1** **Rest Breaks *(Revised 6-16-2014)***

 Whenever practical, employees are to receive a rest break of 15 minutes at approximately the middle of every four hours of scheduled work not broken by the unpaid meal break. Or, if approved by the supervisor, such employees may combine the two 15 minute paid breaks with the 30 minute unpaid meal break for a total break of 60 minutes.

Time spent on rest breaks will be compensated as working time, and employees are not required to sign out and in on their time sheets.

If an employee chooses to remain at work during a rest break~~s~~, that rest break is forfeited. The employee may not leave before the scheduled ending time and will not receive extra pay for the time worked.

 **5.32.2** **Meal Breaks *(Revised 6-16-2014)***

1. The meal break will be near the middle of the work shift. The meal break will be thirty minutes unpaid and must be recorded on the time sheet for non-exempt employees. Or, if approved by the supervisor, such employees may combine the two 15 minute paid breaks with the 30 minute unpaid meal break for a total break of 60 minutes.

1. Employees required to work more than ten hours in any workday will be allowed a second unpaid 30 minute meal break six hours after returning from their first meal break.

1. Employees will not be compensated for their meal breaks unless they are required to remain at their work stations while eating. Prior supervisory approval is required. The employee will adjust the work schedule for the week so that no overtime is required unless approved by the supervisor.