



Category

POLICY: 2-34 Rest and Break Periods

Approval

LT Approved:
Effective Date:07/01/22
Revised: 07/01/2022
Responsible Party: Vice President, People & Culture

Rest periods are set by the employee's immediate supervisor, with the goal of providing the least possible disruption to the College's operations.

Subject to work load, employees are allowed a rest period not to exceed 15 minutes if their regular daily schedule calls for four hours or more of continuous work. Employees who work through their break periods will not be permitted additional compensation nor may break periods be saved or accumulated. Breaks are not permitted at either the beginning or end of the work day to offset arrival and departure times. Rest periods are a privilege, not a right. Abuse of this privilege may lead to discontinuance of break periods.

All nonexempt employees who work an eight-hour day or more may be permitted an unpaid meal break of at least 30 minutes. The timing of the break is based on departmental workload and schedule. Meal breaks of 30 minutes or longer are not counted toward hours worked. Employees are to be completely relieved from duty during their meal break and are not to perform any work duties while on his or her meal break period. Failure to return on time from breaks or lunch will subject the employee to disciplinary action, up to and including termination.