

WORK CONDITIONS AND HOURS

REST AND MEAL PERIODS

Rest Periods

Each work day, employees may be granted a rest period during each four-hour work period. Rest periods are scheduled by departmental/unit supervisors and are subject to revocation or modification as workload demands vary. The purpose of rest periods is to provide a break in the work routine, therefore, to the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees should not be absent from their work stations beyond the allotted rest period time.

Rest periods are a privilege granted to employees for the purpose of promoting efficiency and productivity and may **not** be accumulated to extend lunch periods or to shorten the work day. Working through scheduled rest periods either voluntarily or because of necessity does not entitle an employee additional compensation or compensatory time off. Rest periods should not exceed 15 minutes per four-hour period. Note: Rest periods should only be extended to student and part-time employees working at least four hours at an interval.

Meal Periods

Full-time employees are provided with one meal period of not less than thirty minutes for lunch each work day. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of **all** active responsibilities and restrictions during meal periods and will not be compensated for that time.