

(A) Purpose

To establish consistent guidelines for meal and break periods for all non-bargaining employees, including full-time, part-time and temporary staff that supports health, productivity, and compliance with applicable labor laws. Employees covered by a collective bargaining agreement are subject to the provisions outlined in their contract.

(B) Summary Statement

The College values a healthy and productive work environment. To promote employee well-being and ensure consistency across departments, the following meal and break period guidelines apply to all non-bargaining employees.

(C) Meal Periods

- (1) Non-bargaining employees scheduled to work more than six (6) consecutive hours in a day are expected to take an unpaid meal period of at least 30 minutes.
- (2) Meal periods should generally be taken near the midpoint of the workday unless operational needs require otherwise.
- (3) Employees are encouraged to step away from their work duties during meal breaks. If an employee is required to remain on duty or respond to work needs during a meal break, the time must be compensated.

(D) Break Periods

- (1) Employees are encouraged to take a paid 15-minute break for every four (4) consecutive hours worked.
- (2) Breaks are considered work time and should not be deducted from an employee's paid hours.
- (3) Breaks should be scheduled in a way that does not disrupt departmental operations, and employees should coordinate with supervisors to ensure coverage as needed.

(E) Scheduling and Flexibility

- (1) Supervisors and employees should exercise flexibility in order to balance

the operational needs of the College.

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- (2) Break and meal periods should not be combined or used at the end of the day to leave work early, unless explicitly approved by a supervisor.

Effective date: August 1, 2025

Procedure amplifies: 3354:1-41-01