

ARTICLE 12 – MEAL AND REST BREAKS

- 12.1 Rest Breaks. An overtime eligible employee shall receive an uninterrupted fifteen (15) minute paid rest break for each four (4) hours of work. Rest breaks shall be scheduled by the employee's supervisor. While taking a rest break, the employee is subject to be called to return to work as needed by the University; this will be done only in situations where immediate attention to a matter is required.
- 12.2 Meal Period. An overtime eligible employee shall receive a minimum of a thirty (30) minute unpaid meal period toward the middle of each work shift, no more than five hours after the beginning of the shift. The University will make every effort to relieve an employee of all work during that time. If an employee's meal period is interrupted by a work related demand, the employee will be allowed to resume his or her unpaid meal period following the interruption, if possible, to complete the unpaid meal period. In the event an employee is unable to complete the unpaid meal period due to operational necessity, the remainder of the employee's meal period will be considered time worked.
- 12.3 The employee may not waive rest periods or combine rest periods with meal periods or at the beginning or end of a shift.
- 12.4 Clean-up Period. Employees will be allowed a reasonable personal and equipment clean-up period prior to the end of their shift as determined by the supervisor.