



**COMMUNICATIONS MISCELLANEOUS
POLICY/PROCEDURE**

Policy No. 7038	Date Issued: February 1, 2006
Section: 7000 – Miscellaneous	Date Revised: June 2, 2021
Accreditation Standards: None	
SUBJECT: BREAK LIST	
APPROVED: <u><signed copy on file></u> Amethyst Uchida, General Manager	

1.0 Purpose

- 1.1 To provide a consistent method of implementing MOU Section 8.5 (Employee Breaks).

2.0 Procedure

- 2.1 As defined by MOU Section 8.5 (Employee Breaks), there are two types of employee breaks: meal breaks (30 continuous minutes) and rest periods (10 minutes).
- 2.2 In addition to one paid meal break, on-duty Shift Supervisors will make every reasonable effort, subject to workload demands and staffing levels, to allow operations employees working eight or more consecutive hours two paid rest periods during the course of their shifts. Employees will take rest period breaks as scheduled and not use them to lengthen meal breaks or shorten workdays.
- 2.3 2.3 If relief is not provided and employees are unable to take their rest periods, they will notify their shift Supervisor and receive compensation at their base rate pay plus appropriate differentials for the length of the missed break(s).

2.4 Unless otherwise approved by the on-duty Supervisor or the lead dispatcher, employees on their meals break or rest period must remain within the facility (or grounds), subject to immediate callback should the workload require.

2.5 Breaks will be coordinated using the approved Break Schedule.

- ◆ Each hour on the Break Schedule is divided into 10 and/or 30-minute blocks.
- ◆ In an effort to keep breaks “on time”, no more than 60 minutes per hour can be signed up for unless lead approved.
- ◆ If rest period(s) are missed, an attempt will be made to make them up and if not, it will be recorded into the scheduling software for compensation.

2.6 The on duty Senior Dispatcher or Acting Lead will manage the break schedule on a daily basis. At the conclusion of each shift, the Break Schedule must be submitted to the team Operations Supervisor.