

EUREKA COUNTY SCHOOL DISTRICT

WORK TIME – CLASSIFIED EMPLOYEES

**Attendance**

Employees are expected to be available and ready for work at the beginning of their assigned work period and at the end of their scheduled rest and meal periods. Required preparation for rest and meal periods, as well as the end of the workday, is considered work time. Rest and meal periods include the time spent going to and from the place where the break is taken.

**Work Schedules**

Employee's work schedules will be determined by the District and employees will be provided advance notice of their individual work schedules.

**Rest Periods**

Employees will be granted one (1) fifteen (15) minutes rest period during each work period of four (4) hours. Rest periods may not be taken at the beginning or at the end of the work period. Rest periods may not be scheduled or taken consecutively or in conjunction with meal periods.

**Meal Periods**

Employees who work six (6) or more hours in a workday are allowed an uninterrupted, unpaid meal period of thirty (30) minutes at or about mid-point of their workday. Employees are entirely relieved of their job responsibilities and are free to leave the work site.

Administrators/supervisors will be responsible to ensure that, whenever possible, employees will be uninterrupted by a work-related matter during their 30 minute meal period. If the employee is interrupted by a work-related matter during the meal period, the employee will be paid for the meal period.

**Work Assignments**

Work shall be scheduled in a manner that allows employees rest periods and meal periods. Rest and meal periods shall be scheduled by the administrators/supervisors.

Provided employees receive the rest periods and meal periods to which they are entitled, schedules and lengths of rest and meal periods may be adjusted from time to time to meet the needs of individual employees and to respond to changes in department workload. Nothing herein should be

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considered to limit or restrict the authority of the District to make temporary assignments to different or additional locations, work periods, hours of work, or duties as needed to meet operational needs or to respond to an emergency.