

SUPPORT STAFF LUNCH AND BREAK TIMES

If a classified employee is scheduled to work five (5) or more hours per day, the employee may be permitted, at the discretion of the employee's supervisor, to have a minimum thirty (30) minute, unpaid lunch break. During the lunch break, the employee will be considered off duty and may leave the building or enter an assigned break or lunch room. If the employee is called back to duty by a supervisor before the lunch period has ended, the time shall not count as meal time. If the employee is assigned to a continuous duty or otherwise required to eat lunch while performing the assigned job, the employee will be paid for the lunch time.

There are no regularly scheduled break periods in the District besides the regular lunch break. However, once in the mid-morning or during the first half of a shift, and once in the mid-afternoon or during the second half of a shift, employees working six (6) or more hours per day are permitted to take up to fifteen (15) minutes at each period of break time. The employee's supervisor will schedule the break time for the convenience of the District. At that time, the employee is permitted to leave the building or enter an assigned break or lunch room. The break period begins when the employee leaves their assigned work area. Break time may not be cumulated or held for later use (i.e. combining break periods with lunch break).

Adopted 1/19/05

School District Number One, Sweetwater County Wyoming