

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2017*	Category:	All University Employee Policies
Name:	MEAL & REST BREAK POLICY				

1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

2.0 SCOPE

Staff Employee Policy

3.0 POLICY

The University strives to comply with all applicable laws and regulations governing meal and rest break periods for employees. Generally, University provides two paid rest break periods of 15 minutes each during an 8-hour workday for non-exempt employees. On days when less than a full 8 hours of work are scheduled, these break periods may be adjusted accordingly. University also generally provides employees with an unpaid meal period each 8-hour workday of 30 to 60 minutes. Check with your supervisor for the applicable meal and break schedule established for your department as schedules may vary based on the needs of the department.

Meal Breaks

Employees are allowed an unpaid meal break near the middle of each eight (8) hour workday. The break will normally be from thirty (30) minutes and up to sixty (60) minutes; however, the schedule may vary.

Employees who work fewer than four (4) hours in a single workday are not normally entitled to a meal break.

Employees required to work more than ten (10) hours in a single workday will be allowed a second unpaid meal break no later than six (6) hours after the end of their first meal break.

Meal breaks consist of unpaid time unless an employee is required to work on the meal break. Non-exempt employees must clock-out or sign-out and back in for all meal break periods.

Employees may not skip their meal break to make up for time lost due to absence or tardiness.

Rest Breaks

Non-exempt classified employees are allowed a rest break of fifteen (15) minutes at approximately the middle of every four (4) hours of work not broken up by a meal period, depending upon each department, as permitted by the supervisor. Part-time classified employees may have break periods

equal to 15 minutes for each four hours worked or equivalent break periods to that of other classified employees in the department. Meal breaks are not applicable to part-time employees.

The time for employee rest breaks will be scheduled by each supervisor with consideration given to the work load. Time spent on rest breaks will be compensated as working time, and employees are not required to clock-out or sign-out and back in.

Employees who choose or are required to work during rest breaks are not entitled to leave work before the normal quitting time and will not receive extra pay for the time worked.

Professional staff employees do not have regular scheduled breaks.

Please consult your supervisor or the Human Resources Department for specific schedules and/or if you have any questions regarding this policy.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS