



Davis School District

Learning First!

Established 1911

Dr. W. Bryan Bowles, Superintendent

DATE: August 21, 2015
TO: All Principals, Directors, Supervisors, and Department Heads
FROM: Dr. W. Bryan Bowles, Superintendent of Schools
RE: **ADMINISTRATIVE MEMORANDUM #43**
Classified Employee Breaks & Lunch Procedures

The purpose of this memo is to provide Davis School District Classified Employees' lunch and break procedures. Although Federal and State laws **do not** guarantee lunch or work breaks, the District recognizes the value of allowing employees an opportunity to take a break during their work day. In order to assure that employees have similar experiences regardless of their work location in the District, please note the procedures outlined below.

BREAKS

1. The District does encourage supervisors to allow employees time during the work day to take care of personal needs; however, structured breaks are given to employees at the discretion of the supervisor.
2. Breaks are paid work time.
3. Breaks should last no longer than 15 minutes, and no more than 2 breaks should be given per full-time work day.
4. Breaks cannot be "saved" and taken off as a block of time. For example, a missed break in the morning cannot be added onto a lunch period to extend the lunch time.
5. Breaks cannot be added together to allow an employee a longer lunch period or an opportunity to leave work early.

LUNCH

1. Duty free lunch breaks are not paid work time. However, if an employee is required to perform any duties, whether active or inactive, while eating, the time he/she spends at lunch is paid work time. For example, office employees required to eat lunch at their desk and answer phones must be paid for that time.
2. Lunch breaks should be between 30 and 60 minutes, depending on the authorized hours of the employee's position (shorter periods of time may be long enough under special conditions). For example, a secretary authorized to work 7.5 hours per day working a schedule from 8:00 a.m. to 4:00 p.m. should be given a 30 minute lunch break or an employee scheduled to work 8:00 a.m. to 4:30 p.m. should be given a 60 minute lunch break.
3. An employee may be required to stay on work premises if he/she is otherwise completely freed from duties during the lunch break.
4. The District recommends that anyone working over 6 hours a day be given a lunch break. Employees working less than 6 hours per day could also be allowed a lunch break, depending on what is most effective for the work place and the employee.
5. Supervisors may occasionally allow employees to modify their lunch break to accommodate personal needs as long as the needs of the organization do not suffer. For example, an exception may be made to occasionally allow an employee to work through lunch in order to leave work early. Please note, approval of these adjustments are exceptions and should not occur on a regular basis.

Lunch and break schedules set by supervisors should assure the workplace is adequately staffed with personnel during work hours and should treat all employees at their work location equitably.