

Albany Area Schools Policy #430

Orig. March 23, 1994

Revised October 7, 1998

Revised March 5, 2014

430 Classified Employee Meal and Rest Period Policy

- I. This policy is to ensure that classified employees are subject to a fair and consistent policy of meal and rest breaks.

- II. **GENERAL STATEMENT OF POLICY:** Employees working a regular work day shall be provided a duty free non-paid lunch period of at least 30 minutes. Rest periods, not to exceed fifteen (15) minutes, will be provided for each four (4) hour period worked. A rest period is a paid break to the classified employee.

Classified employees will record total time to be paid for each day worked, to the nearest fifteen (15) minutes, on their time sheet. Employees will also record the time in and out for meal periods on their time sheet.

Legal References: NATIONAL LABOR RELATIONS ACT
Also cited NLRA or the Act; 29 U.S.C. §§ 151-169