Code: **GCC/GCC1**
Adopted: June 24, 2006

GCC. COMPENSATION PLAN

GCC1. Work Time

1. Attendance

   Employees are expected to be available and ready for work at the beginning of their assigned shifts 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 work day, is considered work time. Rest and meal periods include the time spent going to and from the place where the break is taken.

2. Work Schedules

   The administrator or manager/supervisor shall schedule work hours according to the needs of the District. The District shall provide employees advance notice of their individual work schedule.

3. Rest Periods

   The District will grant employees one (1) 15-minute break or rest period during each work period of four (4) or more 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.

4. Meal Periods

   Employees who work six (6) or more hours in a work day are allowed an uninterrupted, unpaid meal period of thirty (30) minutes or longer at or about the midpoint of their work day. Administrators or managers/supervisors will be responsible to ensure that wherever and whenever possible, employees will be permitted the half hour meal period uninterrupted by work-related duties. If an employee's meal period is interrupted by a work-related matter, the District will pay the employee for the meal period.

5. Work Assignments

   The District shall establish work schedules which allow employees rest periods and meal periods. Rest and meal periods shall be scheduled by the administrators or managers/supervisors. The District may adjust rest and meal periods from time-to-time to meet the needs of individual employees and/or to respond to changes in department workload. Nothing herein should be 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 the District's needs or to respond to unforeseen or emergency situations.

NO ADMINISTRATIVE REGULATION

END OF POLICY

Legal References