Caprock Academy Board of Directors Tuesday,
January 14, 2025
Regular Business Meeting at 6:00 p.m.
Caprock Academy - 714 24 1/2 Rd, Grand Junction, CO 81505

Meeting can be viewed virtually via Zoom.
In order to attend the meeting via video conference, use the link below:
In order to attend the meeting by phone, dial the number below and follow the prompts:
Join Zoom Meeting
https://us02web.zoom.us/j/86350206719?pwd=eUJYZkZZZnpmN1pVcWh3dHE3clZaQT09
Meeting ID: 863 5020 6719
Passcode: 707033
If you are attending virtually and have a public comment, please fill out the Board Meeting Public Comment form located on the Board of Directors page on the school's website no later than one hour prior to the start of the meeting. During the public comment period, any forms submitted will be read aloud by a board member.
All virtual participants will be muted by the host.

Board Members in attendance: Jessica Derryberry, Ryan McCulley, KJ Kline, Dave Carlo, Kathy Cantu, Ryan McCulley. Board members in attendance via zoom: Ryan Schramm

Others in Attendance: Rose Obst, Nita Brammier,

Others in Attendance via Zoom:

Mission: We help all students achieve their highest academic and character potential, using proven accelerated academic programs while providing a safe environment.

I. Pledge

II. Call to Order: Jessica Derryberry, CABD President **@6:00PM**

III. Vision

Vision: Strengthening the community through the involvement of parents, educators and community leaders working together to provide an environment that fosters academic excellence and develops strong character in our students. We shape global citizens who set life goals and practice lives of service and virtue.

IV. Presentation of Excellence Cast Penguin patch

Board President Jessica Derryberry invited Mr. Hunt to present the "Presentation of Excellence," highlighting the success of the Penguin Patch event held before the holiday break. He congratulated and thanked Natalie Clayton and the cast representatives for organizing the event, which turned the atrium into a holiday shop for students, especially elementary students, to pick out gifts for their loved ones. The event was impactful, as many students, some for the first time, were able to thoughtfully choose gifts for their

families. There was great participation, and the event was well received. Plans are already being made to expand the event for next year, including more items for middle and high school students. Mr. Hunt praised the effort and leadership of the cast, noting the positive feedback and support from the community.

V. Public Comments

Members of the public may address the Board during this portion of the agenda on any topic. **Please fill out the check-in form prior to the start of the meeting indicating your interest in addressing the board**. This comment period is not limited to items on the agenda. **Public Comments are limited to three (3) minutes and the total general public comment time is limited to twenty (20) minutes total.** The Board reserves the right to limit or end public comment that it deems to be defamatory, insulting, abusive, or does not comply with character expectations of the Caprock community. Please note that this Public Comment time is separate and distinct from a parent's opportunity to seek Board review of a matter concerning a specific student and a particular class and/or a specific circumstance of administration of a policy (see the Family Handbook, Grievance Policy SE8.5). Similarly, this opportunity is separate and distinct from a Caprock employee requesting Board review of a specific employment matter (see the Employee Handbook, Grievance Policy E 15.0).

The next agenda item was general public comment. Jessica Derryberry noted that this was the first meeting where the public was asked to submit comments virtually about an hour ahead of time. She also mentioned that, for in-person comments, attendees need to sign up ahead of time. There were no public comments at this time, and Jessica asked if anyone had questions or confusion about the new process.
Jessica Derryberry officially closed the public comment section of the meeting for the night.

VI. Consent Agenda

a. Consent Agenda (CABOD Members may request any item(s) be removed to be considered in full at meeting)
b. December 10, 2024, Regular Business Meeting Minutes
c. Enrollment Report
d. Treasurer's Report

Jessica Derryberry moved on to the next item, the consent agenda and preparing for a special meeting next week to review and approve the midyear budget. Jessica Derryberry announced we still are waiting on the per-pupil numbers from CSI. Once those are received, she will send an email to Board members, ensuring they have enough time to review the materials. We may need a quorum for the meeting, and we are checking if there's anything else that needs to be added to the agenda before the meeting.

Motion to approve Consent Agenda 1st Jenna Coffman, 2nd Ryan McCulley motion carried.

VII. Financial

a. Consideration and possible approval of November 2024 Financial Reports as submitted.
b. Consideration and possible approval of mid-year budget

Jessica Derryberry asked Kathy Cantu to present the November financials, highlighting that the budget is ahead year-to-date, though some accounts are over or under budget due to natural fluctuations. Kathy explained that some amounts are skewed due to quarterly payments and lump-sum funds. KJ Kline inquired about the sales tax issue, and Kathy explained it's due to purchases made with credit cards and staff not requesting receipts or inputting exemption numbers. They are working with vendors to address this, and Kathy suggested asking the state for a refund, though it's a lengthy process.

Motion to approve Financials 1st KJ Kline, 2nd by Dave Carlo motion carried.

VIII. Old Business Discussion

a. Committee updates
    i. Strategic planning

Jessica Derryberry gave an update on strategic planning. She and Mr. Hunt will meet with Bill on the 23rd to discuss the budget for a consultant. The full committee meeting is scheduled for March 28th, from 8 AM to 4 PM, and will likely be held at the school since it's not in session that day. Jessica also mentioned scheduling a smaller committee meeting, which will need to be set for a different Friday since the school is in session next week.

IX. Old business Action

a. Policy SE 8.5 Grievance policy

Jessica Derryberry updated the board on the committee's progress, stating the impropriety policy was removed and the discrimination/harassment policy is almost ready, pending lawyer input. A special meeting may be held next week to review it and the midyear budget. CSI requests implementation by February 14, but the board can approve it with a February 28 implementation. The board discussed removing "or your student" from the policy for clarity, and Jessica clarified it applies to anyone with a grievance, even if involving students. The policy doesn't cover harassment or Title IX issues, which have separate procedures. The board agreed that if the head of school is unavailable for over five days, the Board President would handle the grievance. Jessica confirmed the Board President temporarily assumes the head of school role when needed.

Motion to approve Policy SE8.5 Grievance policy with the removal of "against themselves or the school" in the second paragraph, 1st Jenna Coffman, 2nd KJ Kline. Motion carried.

X. New Business Discussion

a. Colorado Charter League Conference: Board attendance

The new business discussion covers the Colorado Charter League Conference, which will be held on February 27-28. Howard Butcher and Jen Benninger are attending, and there are eight tickets available, two of which are set aside for board members. Jen Neely is also planning to attend. The conference offers valuable workshops, including some on upcoming legislation, so it would be beneficial for a couple of board members to attend. The event will be at the Marriott in the DTC area. The speaker asks if any board members are interested, noting that there's no rush for an immediate answer, but it would be helpful if members could let them, or Evan know as soon as possible to arrange ticket transfers. Additionally, lodging and meals were discussed as part of the arrangements.

b. Employee Policy 3.0

The discussion is about Policy 3.0 from the employee handbook, with changes marked in blue, red, and yellow. The blue highlights were changes made by the attorneys, while the red and yellow changes were made by the committee. The main updates involve clarifying language, such as specifying "Cap Rock" instead of just "the company," and adjusting wording to better define how employees are paid overtime, specifically at one and a half times their base rate. A question arises about whether the attorney's removal of the phrase in the top paragraph, referencing both federal and state laws, was because federal law is seen as all-encompassing. There's a discussion about the Fair Labor Standards Act (FLSA) being referenced, as it covers federal wage and hourly laws. There's a suggestion to specifically include "FLSA" in the policy to clarify which laws are being referenced, instead of just saying "Federal laws." Jessica Derryberry clarifies that this isn't a votable item now and that the discussion is just for review and input. No other discussion was made.

c. Employee Policy 7.0

The conversation is about the updates to the employee compensation policy, with various clarifications and revisions being made. Some of the changes include adjusting grammar and clarifying terms like PTO (Paid Time Off) in the first paragraph for clarity. There's a discussion about the distinction between non-exempt salaried **employees and** non-exempt hourly **employees. The question arises about why some non-exempt employees are salaried while others are hourly. The answer seems to be rooted in the nature of the job and legal classifications—there are criteria for determining whether an employee is exempt or non-exempt, and sometimes non-exempt employees are salaried based on their role, even if they are entitled to overtime pay if they exceed certain hours. The group discusses the complexity of these classifications and mentions that industry standards, employer counsel, and labor laws help determine these designations. They suggest separating** exempt **and** non-exempt **employees into different bullet points in the policy to make it clearer. Further clarification is needed regarding a rest period definition, and there's also a note**

about situations where employees may work more than 18 hours in a day (like chaperoning trips), and when they are technically off duty but available in case of emergencies. They plan to revisit the document to correct a mistake where "non-exempt" was accidentally crossed out and to finalize these updates.

d. Head of School Update

The CASAC Town Hall, scheduled for January 29th at 5:30 PM in a classroom, with the gym as a backup if needed. In-person attendance is preferred, though a Zoom option may be available if necessary. Earlier that day, the first open CASAC Town Hall focused on the legal framework for student support and special education. Evan Hunt led the session, with Kristen McCarthy, legal counsel, providing insights via Zoom, and Jen Neely, Director of Special Education, attending in person to offer additional information. The session aimed to clarify how student needs impact classroom dynamics and addressed community concerns. It was announced that Melissa Madison will step down from her role as Human Resources Manager. While her departure is bittersweet, she will remain part of the school community as a parent. Libby Sorensen will assume the role moving forward, and the Board looks forward to her contributions. Jessica Derryberry highlighted the need for two Board members to form an Election Committee, as Kathy and the current speaker are up for re-election. She will send an email with further details and instructions.

XI. New Business Action

XII. Future Agenda Items

a. Policy 7.4 Assignment Due Dates, Late Grades, and Remediation (K-12)
b. Harassment and Discrimination policy
c. Discipline policy

XIII. Adjourn 1st Jenna Coffman, 2nd Ryan McCulley at 7:08pm, motion carried.

Caprock Academy
Enrollment Totals
1/7/2025

CLASS	TOTAL
HTK	15
FTK-Class A	21
FTK-Class B	22
FTK-Class C	20
1st Grade-Class A	23
1st Grade-Class B	24
1st Grade-Class C	24
2nd Grade-Class A	22
2nd Grade-Class B	24
2nd Grade-Class C	23
3rd Grade-Class A	25
3rd Grade-Class B	27
3rd Grade-Class C	25
4th Grade-Class A	24
4th Grade-Class B	22
4th Grade-Class C	22
5th Grade-Class A	26
5th Grade-Class B	24
5th Grade-Class C	25
6th Grade-Class A	27
6th Grade-Class B	26
6th Grade-Class C	27
7th Grade-Class A	23
7th Grade-Class B	25
7th Grade-Class C	23
8th Grade-Class A	26
8th Grade-Class B	24
8th Grade-Class C	26
9th Grade	56
10th Grade	60
11th Grade	34
12th Grade	34
TOTAL	849

WAITING LIST	TOTAL
HTK	0
FTK	1
1st Grade	1
2nd Grade	0
3rd Grade	2
4th Grade	1
5th Grade	0
6th Grade	1
7th Grade	1
8th Grade	3
9th Grade	1
10th Grade	1
11th Grade	0
TOTAL	12

AVAILABILITY	TOTAL
HTK	3
FTK	0
1st Grade	13
2nd Grade	15
3rd Grade	7
4th Grade	16
5th Grade	9
6th Grade	4
7th Grade	13
8th Grade	8
9th Grade	4
10th Grade	1
11th Grade	26
TOTAL	119

Intent to Return	TOTAL
HTK	0
FTK-Class A	0
FTK-Class B	0
FTK-Class C	0
1st Grade-Class A	0
1st Grade-Class B	0
1st Grade-Class C	0
2nd Grade-Class A	0
2nd Grade-Class B	0
2nd Grade-Class C	0
3rd Grade-Class A	0
3rd Grade-Class B	0
3rd Grade-Class C	0
4th Grade-Class A	0
4th Grade-Class B	0
4th Grade-Class C	0
5th Grade-Class A	0
5th Grade-Class B	0
5th Grade-Class C	0
6th Grade-Class A	0
6th Grade-Class B	0
6th Grade-Class C	0
7th Grade-Class A	0
7th Grade-Class B	0
7th Grade-Class C	0
8th Grade-Class A	0
8th Grade-Class B	0
8th Grade-Class C	0
9th Grade	0
10th Grade	0
11th Grade	0
TOTAL	0

Retention %

Class	Jun/Year			
	20-21	21-22	22-23	23-24
HTK-AM/PM	15	17	17	7
FTK CLASS A	20	22	21	21
FTK-CLASS B	20	22	21	22
FTK-CLASS C	19	21	21	22
1st Grade-Class A	27	25	24	26
1st Grade-Class B	28	24	26	23
1st Grade-Class C	27	24	26	26
2nd Grade-Class A	27	26	25	25
2nd Grade-Class B	27	27	26	27
2nd Grade-Class C	26	26	26	27
3rd Grade-Class A	21	26	25	26
3rd Grade-Class B	25	25	29	27
3rd Grade-Class C	25	24	26	25
4th Grade-Class A	28	27	25	27
4th Grade-Class B	26	24	24	26
4th Grade-Class C	25	25	23	28
5th Grade-Class A	24	25	27	27
5th Grade-Class B	25	26	27	24
5th Grade-Class C	25	27	27	25
6th Grade-Class A	27	23	26	27
6th Grade-Class B	24	22	26	28
6th Grade-Class C	26	25	26	27
7th Grade-Class A	27	27	25	25
7th Grade-Class B	27	28	24	24
7th Grade-Class C	28	28	26	25
8th Grade-Class A	27	27	28	22
8th Grade-Class B	28	28	28	21
8th Grade-Class C	24	24	27	21
9th Grade	58	61	51	65
10th Grade	52	48	52	45
11th Grade	27	42	49	40
12th Grade	42	23	35	42
Total Enroll	877	869	889	878
Total Waitlist	20	0	2	14
Total Enr+Waitlist	897	869	892	892
Final October Count	893	884	894	893

2024-2025 School Year	
August	Total
HTK	15
FTK-Class A	21
FTK-Class B	22
FTK-Class C	20
1st Grade-Class A	23
1st Grade-Class B	24
1st Grade-Class C	24
2nd Grade-Class A	22
2nd Grade-Class B	24
2nd Grade-Class C	23
3rd Grade-Class A	25
3rd Grade-Class B	27
3rd Grade-Class C	25
4th Grade-Class A	24
4th Grade-Class B	22
4th Grade-Class C	22
5th Grade-Class A	26
5th Grade-Class B	24
5th Grade-Class C	25
6th Grade-Class A	27
6th Grade-Class B	26
6th Grade-Class C	27
7th Grade-Class A	23
7th Grade-Class B	25
7th Grade-Class C	23
8th Grade-Class A	26
8th Grade-Class B	24
8th Grade-Class C	26
9th Grade	56
10th Grade	60
11th Grade	34
12th Grade	34
Total Enroll	849
Total Waitlist	25
Total Enr+Waitlist	v
Final October Count	

CAPROCK ACADEMY
CHARACTER. ACCOUNTABILITY. ACADEMICS.

Policy SE 8.5 – Grievance Policy

Overview

Caprock Academy values open, respectful, and proactive communication among and between the members of our school community, including parents, students, faculty, staff, and administration. Caprock Academy's procedures for settling conflicts are designed to support prompt and equitable resolution at the original point of conflict. These procedures guide how faculty, staff, parents, and students are expected to express grievances about other members of our school community. Accordingly, resolution of any conflict should be pursued in the order of the steps outlined below.

At any stage of the grievance process, the grievant is not required to address the issue with the person directly involved if the grievant is alleging ~~being required to report to a person you believe has engaged in discriminatory harassment against you, or otherwise created a hostile work environment~~ discrimination or harassment against themselves or the school. Thus, in those circumstances ~~you may skip that step and proceed to the next step in the process~~ please refer to the following policies.

- In the case of grievances relating to allegations of harassment or discrimination, please see the Unlawful Discrimination and Harassment Policy.
- In the case of grievances relating to allegations of sex-based harassment, please see the Sexual Harassment and Title IX Policy.

Step One/Arrange Informal Meeting:

If you ~~or your student has~~ have a grievance, please schedule a time to meet with the Caprock staff involved in the original circumstance that gave rise to the conflict. At this scheduled meeting, the parties should discuss the matter and work towards a mutually agreeable resolution. Please do not confront Caprock staff without warning or notice, particularly when students are present. If your initial concern began directly with your supervisor, you may skip this step and proceed to the next Step.

Step Two/Request Formal Consideration Meeting:

If you are not satisfied with the outcome of the first step, please complete the grievance procedure form located on the school website, or in the front office, then request a formal meeting with the next level of School Administration above the Caprock staff involved in the original issue that caused the grievance (e.g., a Director or Dean as reflected on the Caprock Academy Organizational Chart). This step is intended to address the situation, facilitate ongoing communication, and develop goals for conflict resolution. The Director or Dean will continue to monitor the issue until

either a resolution or impasse is reached. If your initial concern began directly with the Head of School, you may skip this step and proceed to Step Four.

Step Three/Request Review by Head of School:

If the issue is still not resolved to your satisfaction, please request further consideration by filing a written request for review to the Head of School. After reviewing your request and meeting with you and the other Caprock staff member involved, the Head of School will provide a final decision to you in writing.

- *The grievant must contact the ~~School Leader~~ Head of School within 10 school business days (please refer to the school calendar for a list of days the school is open for business) of the ~~above meeting~~ Formal Consideration Meeting described in Step Two.*
- *The complaint shall be in writing and shall detail:*
  - *the date of the incident (if applicable);*
  - *the School staff member involved;*
  - *a description of the incident, decision, or practice that gave rise to the grievance;*
  - *the conflict resolution strategies that have been attempted thus far; and*
  - *the grievant's requested resolution.*
- *Within five ~~calendar~~ school business days from the date on which the written statement was received, the ~~school leader~~ Head of School will either issue a written response to the grievant or contact the grievant to schedule a time to discuss the issue.*
  - *If you do not receive a response from the head of school within the 5 school business days, please reach out to him/her directly to ensure they have received your original grievance.*

Step Four/Appeal to Board:

If you still are not satisfied, you may appeal the Head of School's final decision to the Board by submitting a written request for appeal to the board chair (or board chair designee), whose email address is posted on the school's Board of Directors webpage. The written request for appeal should include all information outlined in the previous step. The Board will respond to your request for appeal within 30 calendar days and will take such further action as it finds appropriate and necessary (for example, reviewing the issues of your appeal in an Executive Session*).

**Caprock Academy's legal obligation to protect the confidentiality of an individual student's information and an employee's personnel information continues throughout the dispute resolution process. Accordingly, if your appeal is granted, the Board may be required by law to consider and discuss your issue in a private meeting (an Executive Session), with only the Board's formal vote taking place in an open, public meeting. Also remember that while any member of the public is*

welcome to speak in an open board meeting, no grievance issue will be addressed by the Board without the grievant having first followed the prior procedures. Issues of employee or student privacy may be addressed in executive session only.

Step Five/Appeal to CSI:

Submit a Written Grievance to the Colorado Charter School Institute ("the Institute") Executive Director. If the grievant is not satisfied with the School Board's determination not to review the written grievance or the written resolution reached by the School Board after reviewing the grievance, the grievant may submit its concerns in written format to the Institute within five business days from receiving the written decision of the School Board. After review, the Institute's Executive Director will publish his/her conclusions in writing within 15 calendar days from receipt of the written concern. The decision of the School's Board will not be overturned unless there are compelling grounds that the School violated an applicable law, regulation, policy, or contract provision. The Institute can be contacted at (303) 866-3299 or legalandpolicy_csi@csi.state.co.us.

Policy E 3.0 – Employee Status

~~1.~~ Employee Classifications

~~2.~~ Employees of Caprock Academy ~~the Company~~ are classified as either exempt or ~~nonexempt~~non-exempt under federal ~~and state~~ wage and hour laws, and are further classified for administrative purposes, such as the administration of fringe benefits like paid vacation or holidays. These classifications do not determine eligibility for participation in Caprock Academy's ~~the Company's~~ group health plan. Eligibility for participation in Caprock Academy's ~~the Company's~~ group health plan is governed by the terms of the plan documents as well as applicable law. To obtain a copy of the Summary Plan Description or to discuss whether you are eligible to participate in Caprock Academy's ~~the Company's~~ group health plan, please contact the Business Office Assistant – Human Resources Manager.

~~3.~~

~~4.~~ Full-Time Employee

~~1.~~ An employee normally scheduled to work at least 32 hours per week. Full-time employees are currently eligible for Caprock benefits.

~~5.~~ Part-Time Employee

~~1.~~ An employee normally scheduled to work less than a 32-hour workweek. Part-time employees are currently ineligible for Caprock benefits except as required by law.

~~6.~~ Temporary Employee

~~1.~~ An employee who is hired in a job established for a temporary period or for a specific assignment. Temporary employees are currently ineligible for Caprock benefits except as required by law.

~~7.~~ Exempt Employee

~~1.~~ Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) ~~and state law~~ and who are exempt from minimum wage and/or overtime pay requirements.

~~8.~~ ~~Nonexempt~~Non-exempt Employee

~~1.~~ ~~Nonexempt~~Non-exempt employees are employees whose job positions do not meet FLSA ~~or applicable state~~ exemption tests and who are not exempt from minimum wage and/or overtime pay requirements. ~~Nonexempt~~Non-exempt employees shall be paid ~~time~~ at ~~and~~ one and one-half the employees' ~~of their regular~~ base rate of pay for any work in excess of: (1) 40 hours per workweek, (2) 12 hours per workday, or (3) 12 consecutive hours without regard to the starting and ending time of the workday (excluding duty free meal periods), whichever calculation results in the greater payment of wages.

Policy E 7.0 – Compensation

- Overtime
  - All overtime for non-exempt employees must be approved in writing in advance by the Head of School or designee ~~Business Office Manager~~. Overtime is paid to non exempt employees at one and one-half the employee's base rate ~~will be paid to nonexempt~~non-exempt ~~employees~~ when work is performed in excess of 12 hours in a day, 12 consecutive hours without regard to the starting and ending time of the workday or 40 hours per work~~-~~week. For purposes of calculating overtime, the work-week begins at 12:00 a.m. midnight Sunday and ends at 11:59 p.m. Saturday. The 40-hour threshold is based on actual hours worked in the week. Therefore~~,~~ PTO, holiday, or other paid or unpaid leave time is not included in calculating the 40-hours threshold. All ~~nonexempt~~non-exempt-hourly employees must record all time worked on the payroll -platform.
- Paydays
  - Employees are paid on the fifth of every month. If the regular payday occurs on a holiday/weekend, the payday is the last working day prior to the holiday/weekend.
  - On each payday, employees receive a statement showing gross pay, deductions, and net pay that can be viewed via their account on the payroll platform~~.~~
  - All employee's paychecks will be automatically deposited to their bank account.
- Pay For Exempt Employee
  - Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a monthly basis. The School is committed to complying with salary basis requirements which allows properly authorized deductions.

  Pay Discrepancies

  - If you believe an improper deduction has been made to your ~~salary~~ pay, you should immediately report this information to the Business Office/ Human Resources. Reports of improper deductions will be promptly investigated. The investigation will begin within 5 school business days. If it is determined that an improper deduction has occurred, you will be reimbursed by the next payday following the completion of the investigation.~~.~~
- [1]Time Reporting
  - Non-exempt ~~-~~hourly employees are required to complete a timecard daily. At the conclusion of each pay period, near the end of the month, employees must review their time record for accuracy and submit any discrepancies by email to the Business Office/ Human Resources. It is necessary for employees to indicate whether the recorded hours are for time worked, or for time off. ~~Nonexempt~~Non-exempt ~~employees must take a full 30-minute lunch period. Notify your supervisor immediately if your lunch is shorter than 30 minutes or if it is interrupted by work.~~ Exempt employees are required to report ~~to their department manager monthly only~~ time off from their regular work schedule to their supervisor on a monthly basis~~.~~

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[1] ~~Recommend adding more language.~~

- These records are the only ones used by the s~~S~~chool to calculate employee pay and paid time off balances. It is very important that they are accurate and complete. Non-exempt employees are expected to submit accurate and complete time records reflecting all hours worked. Employees who also choose to keep their own personal time records must provide them to the s~~S~~chool if they find a discrepancy between the School's records and their records. Employees should contact the Business Office/Human Resources with any questions about how their pay is calculated. Employees must promptly notify the Business Office/Human Resources of any mistakes in their time records or pay. Employees also must notify one of these individuals if they perceive that anyone is interfering with their ability to record their time accurately and completely. All reports will be ~~investigated~~investigated, and appropriate corrective action will be taken. The ~~School~~school will not tolerate retaliation against employees for making a report or participating in an investigation.

- [3]Meal and Break Periods: Non-Exempt Employees

  Non-exempt employees who work five or more consecutive hours will be provided at least one unpaid 30-minute meal break. During the break, non-exempt employees will be relieved of all duties and permitted to pursue personal activities. If the nature of the business activity or other circumstances exist that make an uninterrupted meal break impracticable, the employee will be allowed to consume an on-duty meal without any loss of time or compensation.

  Employees should take a compensated 10-minute rest period for every four hours of work. The chart below indicates what rest periods are required. Rest periods should be as close to the middle of an employee's shift as practical.

Work Hours	Rest Periods Required
2 or fewer	0
Over 2, and up to 6	1
Over 6, and up to 10	2
Over 10, and up to 14	3
Over 14, and up to 18	4
Over 18, and up to 22	5
Over 22	6

  ~~There is some flexibility for the length and timing of rest breaks. It is allowed to take two five minute breaks in certain circumstances with a written waiver. Failure to authorize and permit rest breaks as required by Colorado law will be treated as if an employee was required to work an extra 10 minutes without pay.~~

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[3] ~~Do you offer lunch breaks – please revise according to your practice.~~

Employees must comply with all applicable timekeeping requirements, including recording the beginning and end time of their meal breaks. Employees who are unable to take a meal or rest break to which they are entitled in accordance with this policy or who have been prevented or discouraged from taking a break to which they are entitled under this policy should immediately notify Business Office/Human Resources ~~[or insert name/contact details for appropriate company representative or department].~~