VESPA Proposal 10-23-25

ARTICLE 11

HOURS

11.1 Workweek: The regular workweek of a unit member shall consist of not more than five (5) consecutive working days.

11.2 Workday: The length of the regular workday shall not exceed eight (8) hours and shall be designated by the District for each classified assignment in accordance with the needs of the District and the task being performed. Each unit member shall be assigned a fixed, regular and ascertainable number of hours.

11.3 Increase in Hours:

11.3.1 When a class contains permanent positions of varying hours of work per day, week or month, unit members may request transfer into positions within their same class at the higher number of hours through the normal transfer procedure.

11.3.2 When an existing permanent position is assigned an increase in time, the increase shall be first offered to the current incumbent. This shall not apply to bargaining unit members covered under article 13.2.3.

11.3.3 Unit members who are eligible for transfer and who express an interest in the position being increased in hours shall be interviewed for the position by the appointing authority, who may select a candidate for the position from this group. Unit members who are eligible to request transfer to a vacant position but do not do so shall not be permitted to interview for the position once a proper assignment is made.

11.4 Lunch Periods: All unit members working in an assignment of at least five hours per day shall be entitled to an uninterrupted lunch period of at least thirty (30) minutes scheduled at or near the midpoint of each work shift or as near a normal meal time as possible. Lunch periods shall be unpaid time. If the total work period per day of the unit member is no more than six hours, the meal period may be waived by mutual consent of both the employer and unit member (California Labor Code, section 512(a)).

11.5 Rest Periods: All unit members who work an assigned shift of at least three and one half (3.5) hours shall be granted rest periods of fifteen (15) minutes near the middle of each four (4) hour work period. The time for the break shall be mutually agreed upon between the unit members and their supervisors. Special shifts or special duties may modify actual practice, but not the basic intent of this rule. Examples include but are not limited to: (1) evening or

special shifts of eight (8) hours will have a total of thirty (30) minutes to be used to the best advantage as mutually agreed between unit members and their supervisors; (2) Bus Drivers may not interrupt a loaded bus run unless it is a rest stop for the passengers too. Rest periods shall be considered time worked for pay purposes.

The District shall make available at each work site lunchroom and restroom facilities for staff use.

11.6 Special Time Off:

11.6.1 Voting - If a unit member's work schedule is such that it does not allow sufficient time to vote in any federal, state, or local election in which the unit member is entitled to vote, the District shall allow sufficient time up to two (2) full hours for such voting by the unit member without loss of pay. The unit member shall notify their supervisor two (2) working days in advance of the need. The two shall agree whether to take the time at the beginning or end of the shift.

11.6.2 Association General Meetings: Unit members whose normal working hours fall during Association general membership meetings shall be allowed, upon at least 24 hours advance arrangement with their supervisors, to leave their jobs and attend the meeting unless a special activity at the work site cannot be covered. These unit members shall sign an attendance roster at the meeting and shall be responsible for making up the time taken off to attend the meeting.

11.7 **The work year for Occupational Therapists shall consist of 185 workdays**