



November 22, 2016

To: Principals and Supervisors
From: Cydney Vandercar, Human Resources Director/ cv
Re: Reminders on rest breaks and meal periods

Below is a summary of the contractual and legal guidelines District supervisors and principals need to follow to ensure employees receive breaks and meal periods as required. If you have any questions or concerns, please contact an HR administrator.

Requirements for classified staff

Article 21.2 of the District/ OSEA collective bargaining agreement provides for a 30 minute (unpaid), duty-free lunch for any classified staff member who works 5 hours or more, and requires that the lunch period be scheduled at the midpoint in the shift as nearly as possible.

Article 21.3 requires the District to provide 15 minute paid rest breaks for every four hours worked or major fraction thereof. The following chart is provided as a quick reference to help you determine how many rest breaks to provide and whether a meal period is required.

Length of work period	Number of 15 minute rest breaks required	Number of 30 minute (unpaid) meal periods required
2 hours or less	0	0
2 hours, 1 min to 4 hours, 59 min	1	0
5 hours to 5 hours 59 minutes	1	1
6 hours, 1 min to 10 hours	2	1

Oregon law requires that non-exempt employees be provided with rest breaks and meal periods. By following the parameters in the District/ OSEA contract, you will also meet legal requirements and stay out of hot water! Licensed staff and 4JA-covered employees are exempt from overtime and the above requirements do not apply to them.

Requirements for licensed Staff

ORS 342.608 provides that full-time licensed staff be provided a time for a 30 minute continuous duty free lunch period during the regularly scheduled lunch hours. Further, a school principal who fails to so schedule, "shall be guilty of neglect of duty." The District's practice is to pro-rate paid lunch time for part-time licensed members working 0.5 FTE or more.

Article 10.1.6 of the District/ EEA contract provides that the District will "make every effort to schedule a fifteen (15) minute break for every unit member every morning. In no case will the ... member be required to supervise students during the break."