

Meal Periods and Breaks

1017.1 PURPOSE AND SCOPE

This policy regarding meals and breaks, insofar as reasonably possible, shall conform to the policy governing all University employees.

1017.1.1 MEAL PERIODS

Certified employees and dispatchers shall remain on-duty subject to call during meal breaks. All other employees are not on-call during meal breaks unless directed otherwise by a supervisor. For all other civilian employees, scheduled meal periods are at the discretion of the supervisor, are not counted as work time and must be at least 20 minutes. However, if the employee is materially interrupted or not completely free from duties, the meal period is counted as work time.

Uniformed officers may request clearance from Dispatch prior to taking a meal period. Uniformed officers shall take their breaks within a reasonable distance of University boundaries and shall monitor their radios unless on assignment outside of their regular patrol area.

The time spent for the meal period shall not exceed the authorized time allowed.

1017.1.2 20-MINUTE BREAKS

If granted by the supervisor, breaks of up to 20 minutes are considered work time. Breaks shall not be used to offset other work time nor to substitute for paid leave, shall not be taken at the beginning or end of the workday, nor shall be used to extend meal periods.

Field officers will take their breaks in their assigned areas, subject to call, and shall monitor their radios. When field officers take their breaks away from their vehicles, they shall do so only with the knowledge and clearance of Dispatch.