Physical Plant
Policy & Procedure #3

TITLE

PHYSICAL PLANT WORK BREAK POLICY

OBJECTIVE AND PURPOSE
This policy will establish a guide to ensure a consistent practice for taking work time rest periods by department employees and/or subcontractors. The purpose of the rest period is to provide each employee with a short time to rest and relax from position duties and to enjoy light refreshment if desired. Rest breaks are not sufficient in length to obtain and eat a meal, nor are they intended for that purpose. The allotted time for a break includes all of the time from stopping of work until work recommenced.

RESPONSIBILITY

DIRECTOR
♦ Establishes overall guidelines for break policy

SUPERVISOR
♦ Communicates guidelines to staff and assures that all staff have opportunity to participate in the break period program.

DIRECTOR/EMPLOYEES
♦ Comply with the guidelines as set forth in this policy and be held accountable for following the guidelines as follows:
  
  For each four (4) hours of scheduled work, USPS employees are permitted and are encouraged to take a 15-minute rest period. If an employee chooses not to or is unable to take a rest period, it may not be saved nor accrued for use at a later time. A rest period may not be used to extend lunch, arrive late or leave early, or be combined to form a half-hour break.
  
  ♦ Employees shall not deviate from their assigned schedules or location without first acquiring permission from their supervising administrators who are to be informed of their reason for leaving, destination, and their estimated return time to their assignment. If employees cannot locate their supervisor a detailed message is to be left with another administrator from the supervisor’s office or from work control.
  
  ♦ Break periods are assigned by the department and/or supervisor and are planned to provide the maximum rest benefit. Modified schedules, created on an as-needed basis, may be approved by the supervisor in advance of the scheduled break period.
  
  ♦ Break periods are not intended for the purpose of providing a time during which personal business affairs are to be conducted. The conduct of personal business should be restricted to lunch periods or times before or after the shift. Employees requiring time to conduct personnel University business should make the appropriate arrangements with the supervisor.

Issued By: Schaeffer Date Issued: 7/2001 Date Revised: 3/2004 Effective Date: 7/2001

APPROVED:

Vice President Associate V.P. Director
- The immediate work area is that area in which the employees work station is located, or is that area or building in which the employee is providing or delivering work effort. The immediate work area moves from place to place for most of our employees: ground keepers, equipment operators, building service operators, etc.
- Each break begins with the stoppage of work and ends when the work recommences. Any travel time occurring during or related to the taking of a break, is considered to be part of the break. To minimize or eliminate traveling, it is encouraged for an employee to carry a meal box or thermos during the work shift.
- When necessitated, employees should take relief breaks at the nearest facility and immediately return to work.