

Break: For each **4** hours worked:

- 15-minute
- Paid;
- Scheduled at or near the middle of the 4-hour time period, as much as possible;
- Not to be combined with other breaks or a meal period or at the beginning or ending of the workday
- Rest period time not taken shall not be cumulative
- Schedule is determined by the Appropriate Administrator

Meal Period: Every **5** or more hour workday:

- Minimum of 30 minutes or no greater than 60 minutes;
- Unpaid;
- Scheduled at or near the middle of the workday, as much as possible;
- Not to be combined with breaks or taken at the beginning or ending of the workday
- Is scheduled by the Appropriate Administrator

REST BREAK & MEAL PERIOD CHART		
Shift Length	Paid 15-Minute Rest Breaks	Unpaid minimum 30 up to 60-Minute Meal Breaks
Less than 4 hours	--	--
4.1 to 5.0 Hours	1	0
5.1 to 6.0 Hours	1	1*
6.1 to 10.0	2	1

*Can be waived by mutual consent.

⚠ HOURLY EMPLOYEES (INCLUDING STUDENT EMPLOYEES)

An employee working *more than 5* consecutive hours shall be entitled to a meal period of at least 30 minutes. Hourly schedules should be closely monitored when the employee is scheduled to work exactly 4.5 or 5 hours without a meal-break, as any time worked over 5 hours (i.e. 5 hours and 1 minute) will result in a meal-break violation.

Tip 1: If the employee is scheduled to work exactly 5 hours, then it may be best to adjust schedule to 4 hours 30 minutes or 4 hours 45 minutes to ensure employee and employer remain in compliance, just in case the employee begins work a few minutes early or ends work a few minutes later.

Tip 2: Schedule the employee for 5 hours, but provide a 30-minute meal break, so just in case the employee works a few extra minutes at the beginning or end of a shift, the meal break would have already been taken.

SCHEDULE EXAMPLES:

Paid 8 Hours (Scheduled for 9 hours with 1-hour meal break)

Hours	1	2	3	4	5	6	7	8	9
Breaks			15 min Break		Meal Period		15 min break		

Paid 4.5 Hours (Scheduled for 5 hours with a 30-minute meal break)

Hours	1	2	3	4	5
Breaks		15 min Break		Meal Period	

Paid 4.5 Hours (Scheduled for 4.5 hours with **NO** meal break)

Hours	1	2	or	3	4	5
Breaks		15 min Break				

Paid 5.5 Hours (Scheduled for 6 hours with a 30-minute meal break)

Hours	1	2	3	4	5	6
Breaks			15 min Break		Meal Period	

NOTE: This document is to reflect scenarios for both represented and non-represented employees. For more information about represented staff positions, please refer to the applicable Collective Bargaining Agreement.

References:

- CSU Collective Bargaining Agreements
- California Wage Order 4: Professional, Technical, Clerical, Mechanical, and Similar Occupations
- Labor Code 512