

 <input checked="" type="checkbox"/> <b>POLICY</b> <input type="checkbox"/> <b>PROCEDURE</b> <input type="checkbox"/> <b>STANDARD OF CARE</b> <input type="checkbox"/> <b>STANDARDIZED PROCEDURE</b> <input type="checkbox"/> <b>GUIDELINE</b> <input type="checkbox"/> <b>OTHER</b>	<b>APPROVAL DATE</b> <b>November 2018</b>	<b>MANUAL:</b> <b>Personnel Policy</b>
	<b>TRACKING #</b> <b>PPM 407</b>	
<b>TITLE:</b> <b>REST PERIODS</b>		
<b>PERFORMED BY:</b> <b>All Employees</b>		

**1.0 PURPOSE:**

To provide consistent guidelines regarding rest periods for non-exempt employees

**2.0 POLICY:**

Non-exempt employees will receive a minimum of a net 10 minute paid rest period for every four (4) hours of work or every major fraction thereof. A net rest period means that the rest period begins when an employee reaches an area away from the work area that is appropriate for rest. RCHSD authorizes and permits rest periods according to the following schedule:

<b>Duration of Shift In Hours</b>	<b># of 10 Minute Rest Periods</b>	<b>Comments</b>
0 to < 3.5	0	A non-exempt employee who works less than 3.5 hours in a workday is not authorized or permitted to take a rest period.
≥ 3.5 to ≤ 6	1	A non-exempt employee who works 3.5 hours or more in a workday but who does not work more than 6 hours in a workday is authorized and permitted to take one 10-minute rest period.
> 6.0 to ≤ 10.0	2	A non-exempt employee who works more than 6 hours in a workday but who does not work more than 10 hours in a workday is authorized and permitted to take two 10-minute rest periods.
> 10.0 to ≤ 14.0	3	A non-exempt employee who works more than 10 hours in a workday but who does not work more than 14 hours in a workday is authorized and permitted to take three 10-minute rest

		periods.
➤ 14.0 to < 18.0	4	A non-exempt employee who works more than 14 hours in a workday but who does not work more than 18 hours in a workday is authorized and permitted to take four 10-minute rest periods.
➤ 18 to < 22.0	5	A non-exempt employee who works more than 18 hours in a workday but who does not work more than 22 hours in a workday is authorized and permitted to take five 10-minute rest periods.

Non-exempt employees should typically take their rest period in the middle of each four (4) hour period. Non-exempt employees may not accumulate rest periods and rest periods may not be used to extend a meal period, leave work early, or start work after the scheduled starting time. Non-exempt employees may not waive a rest period.

Rest periods are counted as hours worked and compensated accordingly. Non-exempt employees are to be completely relieved of all duty during the rest period.

### **3.0 PROCEDURE:**

3.1 Department leadership is responsible for ensuring that non-exempt employees are provided with rest period(s) in accordance with this policy and will assign rest periods according to staffing needs and the schedule contained herein (see above table). Whenever practicable, a rest period will be scheduled during the middle of each four (4) hour period.

3.2 Employees must immediately inform department leadership if their rest period is interrupted, is started late due to business necessity, or if the rest period cannot be taken during a work shift. If department leadership cannot arrange coverage to permit the non-exempt employee to take his or her rest period, the non-exempt employee will record a rest period penalty on their electronic time and attendance record.

3.3 Rest periods should be completely free of job responsibilities and uninterrupted. When taking a rest period, employees should cease all work for at least ten (10) minutes. Employees are neither required or expected to take any RCHSD-issued phones or paging devices with them during rest periods and are encouraged to hand off these devices to a co-worker while taking their rest period. If an employee's rest period is interrupted by responding to a page or call or other form of request, the employee should report the interrupted period immediately to their supervisor. Employees will be paid an additional hour of pay if a rest period is interrupted, late, shortened or missed during a work shift. The maximum daily employer penalty for missed rest period(s) is one hour. Non-exempt employees are responsible for recording missed rest periods in the electronic time and attendance system.

- 3.4 When department leadership arranges coverage to permit the non-exempt employee to take his or her rest period, the non-exempt employee must do so.
- 3.5 At the end of each pay period, non-exempt employees will approve their payroll records. This record will reflect any short, late, interrupted or missed rest period premium hours received.
- 3.6 Employees are required to notify Human Resources immediately if they believe they are being pressured or coerced by any manager, supervisor, or other employee to forego any portion of a provided rest break or meal period.

See Personnel Policy #401 - Timekeeping

*Supersedes Policy Dated December 2015 and October 2017*