



## **MEAL AND REST PERIODS FOR TEMPORARY (HOURLY) AND STUDENT EMPLOYEES**

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### **I. INTRODUCTION**

This Administrative Procedure is written to implement the State of Washington Department of Labor and Industries Employment Standards regarding meal and rest periods for workers age 18 and over.

### **II. APPLICABILITY**

This procedure applies to all Walla Walla Community College (WWCC) temporary (hourly) and student employees.

### **III. RESPONSIBILITY**

This Administrative Procedure is administered by the Human Resource Department in cooperation with the Payroll Department.

### **IV. MEAL PERIODS**

- A. Meal period requirements are triggered by more than five (5) hours of work.
  - 1. Employees working five (5) consecutive hours or less need not be allowed a meal period.
  - 2. Employees working over five (5) hours are required to take a meal period.
- B. Meal periods must be a minimum of thirty (30) minutes and must be provided between the second and fifth working hour.
- C. Meal periods are unpaid as long as employees are completely relieved from duty and receive thirty (30) minutes of uninterrupted mealtime.
- D. WWCC does not allow employees to waive the meal period.

### **V. REST PERIODS & INTERMITTENT REST BREAKS**

- A. Rest period requirements are triggered by at least three hours (3) hours of work.
  - 1. No employee may be required to work more than three (3) consecutive hours without a rest period.
  - 2. Employees shall be allowed a rest period of not less than ten (10) minutes in each four (4) hours of work.
  - 3. The rest period must be scheduled as near as possible to the midpoint of the four (4) hours of work time.


- B. Scheduled rest periods are not required when the nature of the work allows intermittent rest breaks equal to ten (10) minutes during each four (4) hours of work.
- C. Rest periods are paid time and considered hours worked.
- D. WWCC does not allow employees to waive the rest periods.

**VI. DEFINITIONS**

- A. The term “meal period” is defined as a minimum of thirty (30) minutes of uninterrupted time when employees are completely relieved from work duties and free to spend their time as they please. Meal periods are not considered hours of work and are unpaid.
- B. The term “rest period” is defined as a stop of work duties, exertions, or activities for personal rest and relaxation.
- C. The term “intermittent rest break” is defined as intervals of short duration in which employees are allowed to relax and rest, or for brief personal inactivity’s from work or exertion.

**VII. AUTHORITY**

The authority for this Administrative Procedure comes from the Board of Trustees Delegation of Authority Policy approved April 20, 2005.

Authorizing Signature:  7/13/10