

MEAL AND BREAK PERIODS	POLICY	
	Document Number:	AS-HR-PL-3910
	Version Number:	01

1.0 Purpose:

To provide consistent and legal application of meal and break periods.

2.0 Scope:

This procedure applies to all VTA employees who are not covered by a collective bargaining agreement and/or where the agreement does not specifically address terms that are addressed by this procedure.

3.0 Responsibilities:

Managers are responsible for ensuring compliance with this procedure.

4.0 Procedure:

4.1 Full-time employees are entitled to a meal period each day. Meal periods are normally 30 or 60 minutes in duration. Time for meals is not included as working time. Part-time employees who work more than six (6) continuous hours must take a thirty (30) minute unpaid lunch break within the first five (5) hours of the shift.

4.2 A rest period (break) of fifteen (15) minutes during each four-hour work period is available to all non-exempt employees. Employees will be granted a fifteen (15) minute rest period in the morning and in the afternoon. Time for breaks is considered working time. These breaks are scheduled approximately 2 1/2 hours after start time and return from lunch. In all cases, this time shall not be taken at the beginning or end of a work period, nor is this time cumulative and it may not be "saved" to be used at a later time.

4.3 Employees are prohibited from using or consuming alcohol or any other substance as described in the VTA Drug and Alcohol Policy, that may affect judgment or motor skills during working hours, meal periods and breaks, or while on VTA property.

5.0 Definitions:

6.0 Records:

7.0 Appendices:

8.0 Training Requirements:


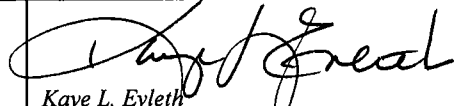

9.0 Summary of Changes:

This procedure replaces Policy 320- Meal and Break Periods. It was updated to the new format.

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10.0 Approval Information:

Prepared by	Reviewed by	Approved by
 Shellie Albright	 Kaye L. Evleth	 Peter M. Cipolla

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