

## **SUPPORT STAFF TIME SCHEDULES (HOURS OF WORK/CLASS I)**

The regular hours of work each day shall be eight (8) hours except that they may be interrupted by a lunch hour not to exceed two and one-half (2 1/2) hours, or less than one-half (1/2) hour. Lunch breaks will not be considered hours worked and will be unpaid unless specifically stated otherwise.

The work week will consist of five (5) eight- (8) hour days. The employer will attempt to reduce the number of split shifts to no more than is necessary to complete the custodial and maintenance work.

The summer work week may vary from this schedule with the consent of a majority of those involved.

Eight (8) hours of work within a twenty-four (24) hour period shall constitute the regular work day.

Eight (8) hours of work shall constitute a work shift, and each work shift shall have a regular starting time and quitting time.

Except for emergency situations, work shifts shall not be changed without a seven- (7) day notice to the employee.

All employee work schedules shall provide for a fifteen (15) minute rest period during each one-half (1/2) shift. The rest period shall be scheduled at the middle of each one-half (1/2) shift, whenever this is feasible.

Employees who for any reason work at least two (2) hours beyond their regular quitting time into the next shift, should receive a fifteen (15) minute rest period before they start to work on such next shift. In addition, they shall be granted the regular rest periods that occur during the shift provided they have worked the full one-half (1/2) shift.

Prior to the end of their work shift, employees shall be allowed the time required to perform the necessary tasks involved in cleaning and storing the equipment used in their duties.