

(OPP-1)

DATE: February 1, 2016
FROM: Office of Physical Plant
TO: All Physical Plant Technical-Service Employees
SUBJECT: Break Procedure, Meal Periods, and Clean-up Time

OPP employees are, at all times, representatives of the Office of Physical Plant and the University. How employees conduct themselves, whether working or on break, has a direct and lasting effect on our customers' overall perceptions of OPP.

A 30-minute paid break is provided for in the Union-University Agreement. Employees may use their break time in ways most suitable to their personal needs, while keeping in mind that staff, faculty, and students do not know when OPP employees are on break and often form lasting opinions on what they observe.

In an effort to ensure that employees' behavior while on break does not negatively affect the customers' impressions of them and of OPP, we are establishing the following procedure for breaks:

1. Normally, a 30-minute break will be taken midway between the start of the work shift and the meal period. For example, first-shift trade employees will take breaks between 9:30 a.m. and 10 a.m. If the work requires a different break time, individuals or crews may determine the appropriate point in the shift to take the break, with the concurrence of the supervisor.
2. Employees may leave their immediate work location only after the break period begins and must be back at the work site before the end of the break period. There is no additional time allotted for travel or clean-up at the beginning or end of the break period.
3. Employees are not permitted to use University or personal vehicles for transportation to and from breaks. University vehicles must be left at the work location during break. Employees may then walk to a break site, if other than their work location. Use of a University or personal vehicle on break is allowable in rare circumstances with the permission of the supervisor.
4. Areas with unique work schedules such as Wastewater Treatment, Steam Plants, or Custodial will continue break procedures as established by the supervisor.

5. When a break cannot be taken or is interrupted because of the nature of the work, the break time does not accumulate or carry over to the next break or shift.

6. Break periods cannot be used to extend the workday for purposes of pay. In other words, employees have to be at work at the end of the break period to receive pay for the break period. Break period cannot be held to the end of the shift, and used to leave work early.

7. Employees are not permitted to sleep in public view during their break.

8. Exceptional work situations may require special break considerations and can be arranged or approved by the supervisor.

MEAL PERIODS

Meal periods are typically at set scheduled times during the shift. Meal periods are 30 minutes in duration and are unpaid time. Employees may travel using their personal vehicle only during meal periods. University vehicles are not allowed to be used for this purpose. However, travel time for meal periods is included in the 30-minute meal period. There is no additional time allotted for travel or clean-up at the beginning or the end of the break period. Supervisors will discuss any special arrangements regarding this procedure with the crew.

Clean-up Time

Time is granted just before quitting time at the end of the workday for cleaning up. This time is not to exceed ten minutes. With approval of the supervisor, time may be extended if work requirements warrant it. Clean-up time for meal periods is included as part of the time allotted for the meal period.

Established as policy March 1, 1975

Revised April 1, 1978

Revised January 20, 1987

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Revised May 24, 1989

Revised February 21, 2000

Revised September 3, 2001

Revised June 3, 2002

Revised February 1, 2016 (Number change from OPP-2 to Opp-1 –
Clarification of no additional time provided at the beginning or end of break
for travel or cleanup – move meal period and cleanup time from OPP-1)