

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

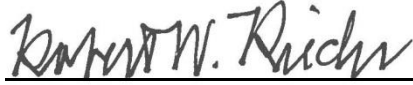
CUSTODIAL REST BREAKS POLICY

<u>Number</u>	06.06.15
<u>Division</u>	Facilities and Operations
<u>Date</u>	April 8, 2013
<u>Purpose</u>	This policy was developed to provide consistency in the Facilities & Operations Custodial Services unit with regards to custodial rest breaks.
<u>Policy</u>	<p>The Custodial unit's rest break will last 30 minutes and will function as follows:</p> <ol style="list-style-type: none">1. Normal work hours for full-time staff are Monday through Friday, 5:00 a.m. to 1:45 p.m. A paid rest period is scheduled from 9:00 a.m. to 9:30 a.m. for any custodial employee who works six hours or more in a shift.<ul style="list-style-type: none">• The employee should remain on campus during the rest period. Since this time is counted as paid time worked, employees must not be absent from their work stations beyond the allotted rest break time.• If an employee wishes to leave campus, he/she should first clock out using a time clock, and the rest period will not be paid unless the employee elects to utilize annual, sick, or personal leave. The employee should clock in upon his/her return to campus and report to the duty area by 9:30 am• Breaks are to be utilized consistently for all staff. The rest break is intended to be a recess preceded and followed by an extended work period.• Rest breaks are not to be used to cover a late arrival or early departure or to extend a lunch period. Rest periods may not be accumulated or used for lost time away from the job or for any other purpose. Rest periods not taken will be forfeited. In the event break times are not followed, the employee may be subject to disciplinary action.2. For part-time employees, the normal work hours are 5:00 am to 9:00 am, Monday through Friday. If a part-time employee is scheduled to work for more than six hours, he/she is entitled to take the scheduled rest break from 9:00 am to 9:30 am.

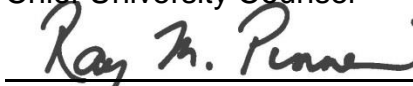
Review

The Facilities and Operations department is responsible for the review of this policy every five years (or whenever circumstances require).

Approval



Chief University Counsel

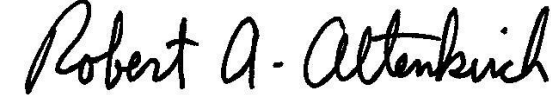


Senior Vice President for Finance and Administration



Associate Vice President for Facilities and Operations

APPROVED:



President