Policy Number: 100.8
Title: Shift Break Policy
Effective Date: January 4th, 2016
Implementation Date: January 4th, 2016
Last Audit Date: 
Last Revised:

Introduction

The Facilities Management Department is responsible for the maintenance of ETSU’s facilities. In order to carry out this responsibility, Facilities Management employs personnel, organized into various shops, such as carpentry, grounds, electrical, plumbing, and motor pool. This policy will assist in creating a uniform guideline regarding employee rest and meal break times, in an effort to bring organization and professionalism to employee work scheduling.

Purpose

The purpose of this policy is to develop a standard schedule of break times for all workshops of the Facilities Management Department. Uniformity of break periods provides structured work conditions for employees in an effort to optimize productivity. Break times are compensable with the exception of the lunch break.

Scope

This policy applies to all Facilities Management employees.

Definitions

Compensable: entitled to compensation or payment

Procedures

Employees are permitted to take two compensable fifteen minute breaks during a 7.5 hour work day. The first break is to be taken 1 hour and 45 minutes after the beginning of the work period. The second break is to be taken 1 hour and 30 minutes after the end of the lunch break. Lunch breaks will be taken 3.5 hours after the beginning of the work period and will last an hour. Lunch breaks are not compensable. Break time schedules may be altered by shop supervisors or management personnel if there is a verifiable need, such as a project that must be completed before building occupants arrive. Fifteen minute breaks may be cancelled by shop supervisors or management personnel if work deadlines and time...
constraints will not permit their use. Work breaks and/or lunch breaks cannot be accumulated or used to compensate for early departure from duty. **Break times are to be taken at the worksite in the field.**

**Overtime**

When an employee incurs overtime, break times will be scheduled by supervisors or management personnel.

**Responsibilities**

All Facilities Management employees are responsible for adhering to this policy. All Facilities Management directors and supervisors will ensure that their subordinates adhere to this policy. Facilities Management employees who fail to comply with this policy may be subject to disciplinary action for noncompliance with University policies.

**References**

PPP-05: ETSU Pay Procedures

**Contact Persons**

Associate Vice President  
Director of Facilities Management Operations  
Business Director

Approved by:  
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Date approved: 1/4/56