



## EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

### **DJ-6 Work Hours, Meal Breaks, and Breaks of Non-Instructional Employees**

**APPROVED:** June 10, 1985    **REVISED:** September 1, 1995  
**Year of last review:** 2021  
**AUTHORIZING BOARD POLICY:** DJ

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Comptroller

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**OBJECTIVE:** To establish the guidelines for the work hours, meal breaks, and work breaks of non-instructional employees.

**PROCEDURE:**

**I. Work Hours**

- A. Administrative and support service offices of the District normally remain open from 8:00 a.m. to 5:00 p.m. daily, Monday through Friday, with adequate coverage to handle the work load at all times. Some offices, however, because of the nature of the services rendered, may be required to remain open longer each day and/or open additional days.
- B. Full-time employees are expected to work a minimum of 40 hours per week and to be on duty from 8:00 a.m. to 5:00 p.m., except in those areas where there is shift work or flexible scheduling of staff in offices which are required to remain open for longer periods or have a variable schedule of services.
  - 1. There may be variations from these guidelines in those cases where instructional schedules, shift assignments, or round-the-clock service requirements dictate otherwise.
  - 2. Employees will be advised of any variations in the 8:00 a.m. to 5:00 p.m. workday schedule by their supervisors.
- C. All hours worked by classified staff (non-exempt employees) in excess of 40 compensated hours are eligible for overtime pay as outlined in the College Procedure DEA-1 *Overtime and Adjusted Work Schedules for Full-time Non-Exempt Employees*.
- D. Flexible scheduling of work is permitted in addition to that noted in A and B above if such "flextime" is consistent with maintenance of normal office functions and continuous service during the normal office hours (8:00 a.m. to 5:00 p.m.). Supervisors are responsible for coordinating such flexible scheduling of employees, which must be approved by the appropriate Vice President.

**II. Meal Breaks**

- A. A meal/lunch break is defined as non-working time away from the worksite for duration of one-hour during the scheduled work day, such hours are not counted as work time.
- B. Up to 30 minutes of the meal/lunch break may be used as part of an adjusted work schedule; reference College Procedure DEA-1 *Overtime and Adjusted Work Schedules for Full-time Non-Exempt Employees* (Section V. F).
- C. Supervisors will stagger the breaks for employees within the same office in order to maintain uninterrupted service.

**III. Work Breaks**

- A. A scheduled work break is defined as a rest period where the employee is authorized to cease work at his/her work station for a specific period of time if the work station permits; such time is counted as hours worked.

- B. Work breaks/rest periods are considered a privilege which may or may not be granted under the following guidelines:
1. Work breaks for up to 15 minutes each per half day worked may be allowed, as approved by the budget head and provided such interruption in the work does not interfere with the performance of the employee's responsibilities or the efficiency of the department.
  2. As a general guide, the needs of the job must be met first, and in some areas work breaks may not be possible; in some areas, the work situation has its own built in "breaks," such as frequent changes of pace.
  3. Supervisors may request that an employee not take a break during heavy or emergency work periods.
  4. The work break is a recess; it is not to be used to extend the starting time or advance the departure of a work session. The work break is intended to be a recess to be preceded and followed by an extended work period; consequently, it may not be used as part of an authorized adjusted schedule, nor to extend a lunch period.
  5. A work break will not be granted during the first or last hours of a work period. Work breaks cannot be accumulated to provide for a prolonged time off period.
  6. A work break may not be added to the lunch hour or other off-duty time. Part-time employees may be authorized to take a work break during a work session of four hours or more.
  7. Supervisors will stagger the breaks for employees within the same office in order to maintain uninterrupted service.