

BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

SUBJECT: *Work Breaks*

EFFECTIVE DATE: August 21, 2003

BOARD POLICY REFERENCE: DEA

PURPOSE

All regular full-time employees (exempt and non-exempt) are permitted to take a break from their job in the morning and in the afternoon.

GUIDELINE

This break shall not exceed 20 minutes from the time the employee leaves his duty station to the time he returns to that duty station. In the mornings, breaks must be begun and completed between the hours of 9 and 11 a.m., and in the afternoons between the hours of 2 and 4 p.m.

Breaks may not be accumulated or carried forward. The supervisor of each employee shall determine whether to assign a break time or to allow the employee discretion in setting his own break time. The supervisor has the right to reschedule breaks whenever necessary and, in critical situations, cancel breaks.

Student workers and part-time employees are permitted a break only if they work a continuous shift of at least four hours.