

## WORK TIME

### 1. Attendance

Employees are expected to work their entire assigned shifts, and be available and ready for work at the beginning of their assigned shifts and at the end of their scheduled rest and meal periods. Required preparation for rest and meal periods, as well as the end of the work day, is considered work time. Rest and meal periods include the time spent going to and from the place where the break is taken. Collective Bargaining Agreements with the LCSD may outline other specific work time processes/procedures not included in this policy.

### 2. Work Schedules

The administrator or manager/supervisor shall schedule work hours according to the needs of the District. The District shall provide employees advance notice of their individual work schedule.

- a. Employees working a five-day, 40-hour week (designated 5/40) shall work eight (8) hours per day for five (5) days in any work week and shall receive two (2) days off.
- b. Employees working a four-day, 40-hour week (designated 4/40) shall work ten (10) hours per day for four (4) days in any work week and shall receive three (3) days off.
- c. Employees working a five-day, 35-hour work week (designated 5/35) shall work seven (7) hours per day for five (5) days in any work week and shall receive two (2) days off.

### 3. Rest Periods

The District will grant employees one (1) 10-minute break or rest period during each work period of four (4) or more hours. Rest periods may not be taken at the beginning or at the end of the work period. Rest periods may not be scheduled or taken consecutively or in conjunction with meal periods.

### 4. Meal Periods

Employees who work six (6) or more hours in a work day are allowed an uninterrupted, unpaid meal period of a minimum thirty (30) minutes ~~or longer~~ at or about the midpoint of their work day. Administrators or managers/supervisors will be responsible to ensure that wherever and whenever possible, employees will be permitted the half hour meal period uninterrupted by work-related duties. If an employee's meal period is interrupted by a work-related matter, the District will pay the employee for the meal period. Meal periods may not be scheduled or taken consecutively or in conjunction with rest periods.

### 5. Work Assignments

The District shall establish work schedules which allow employees rest periods and meal periods. Rest and meal periods shall be scheduled by the administrators or managers/supervisors. The District may adjust rest and meal periods from time-to-time to meet the needs of individual employees and/or to respond to changes in department workload. Nothing herein should be

considered to limit or restrict the authority of the District to make temporary assignments to different or additional locations, work periods, hours of work, or duties as needed to meet the District's needs or to respond to unforeseen or emergency situations.

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