

Staff Policy: Working Hours, Rest Breaks & Meal Periods, and Overtime

- *Working hours*

Expectations regarding working hours are set by position. Employees who have questions about their working hours should speak to their immediate supervisors or Human Resources.

- *Meal period*

All employees who are paid twice per month are non-exempt (hourly) employees. Non-exempt (hourly) employees are expected to take scheduled rest breaks and meal periods consistent with Oregon law.

If a non-exempt employee works 6 or more hours in a day, the employee should take a lunch period of at least 30 minutes. Employees at UP who work 7 hours per day usually take a 1 hour lunch period; employees who work 8 hours usually take a 30 minute lunch period. A non-exempt employee must take additional meal periods if the workday is 14 or more hours in length. Ordinarily, employees should be relieved of all work duties during the meal period.

- *Rest breaks*

Under Oregon law, a non-exempt (hourly) employee is required to take at least one paid 10 minute break if a workday is longer than 2 hours. Under UP policy, non-exempt employees who work 7 or more hours per day are allowed to take two paid 15 minute rest breaks. The first rest break should be taken in the middle of the first half of the workday and a second 15-minute break should be taken in the middle of the second half of the workday.

- *Examples of how to schedule rest breaks & meal period*

The table below shows common work schedules at UP. Employees should take their rest breaks and meal period at the times scheduled for the applicable work schedule.

Work schedule	Rest Breaks	Meal Period
8:30am-4:30pm (7 hour workday with 1 hour lunch)	First 15 min rest break: 10:15-10:30am Second 15 min rest break: 2:45-3:00pm	Meal period: 12:00-1:00pm
8:00am-4:30pm (8 hour workday with 30 min lunch)	First 15 min rest break: 10:00-10:15am Second 15 min rest break: 2:30-2:45pm	Meal period: 12:00-12:30pm
10:00pm-6:30am (8 hour workday with 30 min lunch)	First 15 min rest break: 12:00-12:15am Second 15 min rest break: 4:30-4:45pm	Meal period: 2:00-2:30am
3:30pm-12:00am (8 our workday with 30 min lunch)	First 15 min rest break: 5:30-5:45pm Second 15 min rest break: 10:00-10:15pm	Meal period: 7:30-8:00pm

The table below shows the number of rest breaks and meal periods required based on the length of the work period.

Length of work period	Number of rest breaks required	Number of meal periods required
2 hrs or less	0	0
2 hrs 1 min - 5 hrs 59 min	1	0
6 hrs	1	1
6 hrs 1 min - 10 hrs	2	1
10 hrs 1 min - 13 hrs 59 min	3	1
14 hrs	3	2
14 hrs 1 min - 18 hrs	4	2
18 hrs 1 min - 21 hrs 59 min	5	2
22 hrs	5	3
22 hrs 1 min - 24 hrs	6	3

More information about meal periods and rest breaks is available at:

https://www.oregon.gov/boli/ta/pages/t_faq_meal_and_rest_period_rules.aspx

- *Overtime*

Under federal and Oregon law, non-exempt (hourly) employees are required to be paid overtime for any hours above 40 hours worked in a work week. The overtime rate is 1.5x the regular hourly rate. At UP, the work week is defined as Monday through Sunday. In determining the number of hours worked by an employee for overtime determination purposes, one should not include any sick, vacation, or holiday hours taken during the work week.

Before working any time that is in excess of regularly-scheduled work hours, employees must obtain approval from the immediate supervisor. This means:

- That employees scheduled to work 35 hours per week must obtain approval from the immediate supervisor before working more than 35 hours during a Monday to Sunday work period.
- That employees scheduled to work 40 hours per week must obtain approval from the immediate supervisor before working more than 40 hours during a Monday to Sunday work period.

With supervisory direction or approval, employees can change the hours worked during a work week (Monday through Sunday) to avoid overtime. However, an employee cannot work more

than 40 hours during an initial work week and then work less than 40 hours during a following work week; in this situation, the employee must be paid overtime for any hours in excess of 40 hours worked during the initial work week. The following are examples:

Work schedule	Regular Schedule	Revised Schedule
Mon-Fri (7 hours per day, 35 hours per week)	Mon: 7 hours Tues: 7 hours Wed: 7 hours Thurs: 7 hours Fri: 7 hours	Mon: 7 hours Tues: 7 hours Wed: 7 hours Thurs: 7 hours Sun: 7 hours There is no overtime with this changed schedule.
Mon-Fri (8 hours per day, 40 hours per week)	Mon: 8 hours Tues: 8 hours Wed: 8 hours Thurs: 8 hours Fri: 8 hours	Mon: 12 hours Tues: 4 hours Wed: 4 hours Thurs: 12 hours Fri: 8 hours There is no overtime with this changed schedule.
Mon-Fri (7 hours per day, 35 hours per week)	Mon: 8 hours Tues: 8 hours Wed: 8 hours Thurs: 8 hours Fri: 8 hours	<u>Initial work week</u> Mon: 8 hours Tues: 8 hours Wed: 8 hours Thurs: 8 hours Fri: 8 hours Sat: 8 hours <u>Following work week</u> Mon: 8 hours Tues: 8 hours Wed: 8 hours Thurs: 8 hours Overtime must be paid for 8 hours during the initial work week even though this employee worked 8 fewer hours during the following work week.

More information about overtime is available at:

https://www.oregon.gov/boli/TA/pages/t_faq_taovrtim.aspx