

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

POLICY MANUAL

POLICY:	3011MR1
Date:	December 18, 2001
Revision:	1

MANAGEMENT REGULATION

Mealtime Breaks—Support Staff

The collective agreement with Local 439 CUPE contains provisions for mealtime breaks. The following guidelines apply to support staff covered by that agreement.

1. Teacher Aides and Supervision Aides working less than four hours in a day will not be scheduled to take any mealtime break.
2. As a general rule employees working four hours in a day will not be scheduled to take a mealtime break. However, should the nature of the duties be such that the Board finds a mealtime break to be necessary, such break will not exceed thirty minutes.
3. Employees working more than four hours in a day, but less than full time must take a mealtime break of not less than thirty minutes.
4. Normally, only employees working full time (7, 7.5 or 8 hours, depending upon the position) will be scheduled to take mealtime breaks of more than thirty minutes.
5. Mealtime breaks will be taken at a time convenient to the operation; however, no employee shall work more than five consecutive hours without such break.

All mealtime breaks are unpaid; this break is not included in the scheduled hours of work.