

Meal Periods and Breaks

1014.1 PURPOSE AND SCOPE

This policy regarding meals and breaks, insofar as possible shall conform to the policy governing all State employees that has been established by the Director of the Department of State Hospitals, consistent with California Department of Human Resources (Laws and Rules Section 599.780), and California Labor Code section 512, and Collective Bargaining Agreements.

1014.1.1 MEAL PERIODS

The Office of Protective Services (OPS) sworn employees and communication operators shall remain on duty during meal breaks. All other OPS employees are not on call during meal breaks unless directed otherwise by a supervisor.

For non-sworn OPS employees, the time spent for the meal period shall not exceed the authorized time allowed.

Hospital Police Officers (HPOs) at Metropolitan State Hospital may be assigned a 30 minute to 60 minute unpaid lunch period. Time granted for this lunch period shall be exclusive of the number of hours an employee is required to work each shift. HPOs shall not be required to be on duty during this lunch period. Shift start and stop times will be adjusted accordingly to accommodate such lunch periods.

1014.1.2 15 MINUTE BREAKS

Each employee is entitled to a 15 minute break, near the midpoint, for each four-hour work period. Only one 15 minute break shall be taken during each four hours of duty. No breaks shall be taken during the first or last hour of an employee's shift unless approved by a supervisor.

Employees normally assigned to the state hospital and/or an alternate work location facility shall remain at that location for their breaks, and are subject to recall. This would

not prohibit them from taking a break outside the facility, if approved by a supervisor.

Field officers will take their breaks in their assigned areas, subject to call and shall monitor their radios. When field officers take their breaks away from their vehicles, they shall do so only with the knowledge and clearance of the Communications Center.