

Directive to Administrators All Administrators, Classified Civil Service Staff and Paraprofessionals Represented by United Support Personnel (USP-Paraprofessionals)		WAD (Wednesday) Publication Date Wednesday, September 14, 2016	Wad Notice Number	No. of Pages <u>1</u> of <u>2</u>
WAD Title (Limit to 4-6 Words) Rest Breaks, Lunch Periods & Attendance			Date Due N/A	Not Applicable After N/a
From Darin Conley (Cabinet member or approved by one below)	Title Director of Special Projects Human Resources Department	Signature		Telephone 415-241-6101
Inform <input type="checkbox"/> Certificated Staff <input checked="" type="checkbox"/> Classified Staff <input type="checkbox"/> Parents Post on Bulletin Board Other _____				

REST BREAKS AND LUNCH SCHEDULE FOR CLASSIFIED EMPLOYEES

Scheduling rest breaks and lunch periods is subject to the approval of the employee's supervisor. In granting breaks/ lunch periods for Classified Employees, the following schedule is to be used:

<u>HOURS WORKED PERIOD</u>	<u>REST BREAKS (PAID)</u>	<u>LUNCH PERIOD (UNPAID)</u>
1-3	None	None
4	15 Minutes	None
5	15 Minutes	None- (Classified Civil Service) 30 Minutes Minimum (USP-Para)
5.5	(2) – 15 Minutes Each	30 Minutes Minimum 60 Minutes Maximum
6-8	(2) – 15 Minutes Each	30 Minutes Minimum 60 Minutes Maximum

Any employee assigned to a full-time position is required to work 8 hours a day during the normal business hours of the respective department/site. A lunch period is taken on the employee's own time. A full-time employee who reports to work at 8:00 a.m., and takes a one-hour lunch is required to stay on the job until 5:00 p.m. Wherever possible, rest period shall be taken close to the middle of each work assignment. Rest break scheduling is subject to approval of the employee's supervisor. Rest and lunch periods not taken cannot be accumulated or be used to shorten the work schedule at either the beginning or end of the assignment.

Note: Where program needs require the United Support Personnel (USP- Paraprofessionals) to remain with students for instruction during lunch, this time shall be part of the work assignment and paid. Otherwise, a minimum 30 minutes unpaid lunch period shall be granted, unless changed by mutual agreement of the United Support Personnel and supervisor. Passing periods during which United Support Personnel are attending to student/ school needs shall not be considered as part of rest periods.

ATTENDANCE

As a public institution we must account for all hours. Therefore, all classified staff must follow department/site procedures for time reporting and sign in at the actual time they arrive to begin their shift and sign out at the end of each shift site.

Employee requests for time off including use of vacation, compensatory time earned, and floating holidays must be approved in advance by the employee’s supervisor. Employees represented by USP must have requests for use of vacation approval by the supervisor at least seven (7) days in advance, unless this provision is waived in an emergency or due to circumstances beyond the reasonable control of the employee. Employees absent due to illness, injury, or medical appointments must follow procedures established by their immediate supervisor to notify their department of their intent to be absent and the anticipated duration of the absence. Except in the case of emergency, notification shall be made in advance as far as possible and no later than thirty (30) minutes prior to the start of the work shift.

If you have any further questions, please contact Human Resources at (415) 241-6101.

Approved	Cabinet Member Darin Conley	Title Director of Special Projects	Signature
SAN FRANCISCO UNIFIED SCHOOL DISTRICT WEEKLY ADMINISTRATIVE DIRECTIVE (WAD)			