

Article IX.A.3.f. Working Hours, Rest and Meal Periods

A. Statement of Policy

Secretaries are expected to complete eight hours of work during each contract day. The time between their assigned start time and the end of work must include eight hours plus the length of their meal break.

Secretaries and hourly secretaries will be allowed at least one ten (10) minute rest period for every two and one-half hours of continuous work. Secretaries and hourly secretaries are entitled to a minimum of a thirty minute uninterrupted lunch period. If a secretary or hourly secretary is directed to be on duty at a prescribed work place during the lunch period, this time shall be regarded as time worked.