

## **COMPENSATION PLAN**

### **Work Time**

1. Attendance

Employees are expected to be available and ready for work at the beginning of their assigned shifts and at the end of their scheduled rest and meal periods. Required preparation for rest and meal periods, as well as the end of the work day, is considered work time. Rest and meal periods include the time spent going to and from the place where the break is taken.

2. Work Schedules

The administrator or supervisor shall schedule work hours according to the needs of the District. The District shall provide employees advance notice of their individual work schedule. See the Lincoln County Association of School Personnel Negotiated Agreement, Article 2 – 15.

3. Rest Periods

The District will grant employees one 10-minute break or rest period during each work period of four or more hours. Rest periods may not be taken at the beginning or at the end of the work period. Rest periods may not be scheduled or taken consecutively or in conjunction with meal periods.

4. Meal Periods

Employees who work six or more hours in a work day are allowed an uninterrupted, unpaid meal period of 30 minutes or longer at or about the midpoint of their work day. Administrators or supervisors will be responsible to ensure that wherever and whenever possible, employees will be permitted the half hour meal period uninterrupted by work-related duties. If an employee's meal period is interrupted by a work-related matter, the District will compensate the employee for the meal period.

5. Work Assignments

The District shall establish work schedules which allow employees rest periods and meal periods. Rest and meal periods shall be scheduled by the administrators or supervisors. The District may adjust rest and meal periods from time-to-time to meet the needs of individual employees and/or to respond to changes in department workload. Nothing herein should be considered to limit or restrict the authority of the District to make temporary assignments to different or additional locations, work periods, hours of work, or duties as needed to meet the District's needs or to respond to unforeseen or emergency situations.

**NO ADMINISTRATIVE REGULATION**