

# Saint Joseph's College

## Policy Guidebook

**Human Resources**  
**Section Name:** Work Rules  
**Section Number:** 5.03  
**Effective Date:** 1/1/2020

### **SUBJECT: Meal Periods**

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**Purpose:**

To provide guidelines around meal periods for non-exempt staff who work six (6) or more hours in a given shift.

**Applicable to:**

Non-Exempt Staff

**Policy:**

The College's practice is an unpaid hour for the meal period.

**Procedure:**

Federal law requires that non-exempt (hourly) staff take a minimum of a 30-minute break for every 6 hours worked. The employee must be completely relieved from duty for the purpose of eating regular meals. The employee is not relieved if he/she is required to perform any duties, whether active or inactive, while eating.

Federal law does not require lunch or coffee breaks. However, when employers do offer short breaks (usually lasting about 5 to 20 minutes), federal law considers the breaks as compensable work hours that would be included in the sum of hours worked during the work week and considered in determining if overtime was worked

Bona fide meal periods (typically lasting at least 30 minutes), serve a different purpose than coffee or snack breaks and, thus, are not work time and are not compensable.

Non-exempt employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period.