

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Lunch Periods

CHAPTER: V

SECTION: 4

EFFECTIVE DATE: 1/81

REVISION DATE: 11/89, 3/94, 7/06, Modified for the B&ECPL effective 1/1/15

I. STATEMENT OF POLICY

The Buffalo & Erie County Public Library will abide by federal and state laws and the provisions of respective collective bargaining agreements pertaining to lunch periods. Unless otherwise provided for in a collective bargaining agreement, employees scheduled to work more than six (6) continuous hours in a single shift are to be provided with a minimum of one half hour unpaid lunch period. Employees should refer to their collective bargaining agreements where applicable to determine lunch period entitlement.

II. GUIDELINES

A. Scheduling Lunch Periods

1. Lunch periods are established (designated) by department heads or their designees, and may not be varied unless previous authorization has been received by the employee from his/her supervisor.

2. Lunch periods should not be scheduled for the first or last hour of the day, and may not be divided into smaller units (i.e., two separate half [1/2] hour lunch periods). Lunch periods and break periods may not be combined to allow for a longer lunch period.
3. A department head may reschedule an employee's lunch period to meet any special requirements or emergency conditions, but should, to the degree possible, give consideration to the employee's preferences.
4. In those B&ECPL locations which require continuous coverage, employees may be required to stagger their lunch periods to assure continuous coverage.

B. Paid/Unpaid Lunch Periods

1. Lunch periods for regular part-time (RPT) employees working at least six (6) hours but less than a full eight (8) hour day is 1/2 hour in duration and is unpaid.
2. When, for any reason, a full-time employee (scheduled for an eight [8] hour day) works less than a full day, he/she will be entitled to a half (1/2) hour paid lunch period if he/she works three and one-half (3 1/2) hours or an hour paid lunch if he/she works four (4) or more hours during the day. Employees who work less than three and one-half (3 1/2) hours are not entitled to a paid lunch period on that day.
3. Where the lunch period is paid, it will be considered time worked for the computation of a full work day and for determining overtime rates.