

## **STAFF WAGE AND HOUR POLICIES**

### **MEAL PERIODS**

The State of California requires that all non-exempt employees receive an unpaid meal period of at least thirty (30) minutes for every five (5) hours worked. Many departments provide meal periods of sixty (60) minutes. Supervisors are responsible for making certain non-exempt staff employees are allowed the prescribed meal periods. Meal periods must be scheduled at times convenient to the staff employee's department and a staff employee must adhere to the schedule he or she is assigned. If the work period does not exceed six (6) hours, the meal period may be waived by mutual written consent of the department head and staff employee.

On-duty meal periods are permissible only when the staff employee and the department enter into a written agreement for on-the-job meal periods and only in cases where the nature of the work prevents the staff employee from being relieved of all duties. In those cases, the staff employee must be paid for the meal period.

Meal periods for non-exempt staff employees working under an alternative work schedule differ; supervisors should contact Personnel Services for appropriate calculations.

Questions regarding this policy should be directed to Personnel Services on the University Park campus at (213) 821-8111 or on the Health Sciences campus at (323) 442-1010.