

ARTICLE 11

HOURS OF WORK

Normal Work Schedules

- 11.1 The workweek shall consist of seven (7) consecutive twenty-four (24) hour periods beginning at 12:01 a.m. on Sunday and ending at 12:00 midnight the following Saturday.
- 11.2 Full-time employees shall work a minimum workweek of forty (40) hours in a seven (7) consecutive day period.
- 11.3 The appropriate Cal Maritime administrator shall determine the work schedules including starting and finishing times for all employees. Under normal circumstances, work schedules shall provide for five (5) consecutive days of eight (8) hours in a seven (7) day period. Normal starting times for the day shift shall be between the hours of six (6) a.m. and eight (8) a.m. When assigning work schedules, the Cal Maritime shall consider the employee's preference and the needs of the campus. Alternate work schedules may be mutually agreed to by the employee and the appropriate Cal Maritime administrator. When mutual agreement is not possible, the appropriate administrator shall assign an alternate work schedule giving consideration to the employee's needs and the needs of Cal Maritime.
- 11.4 All work schedules shall be prepared in written form and normally posted not less than fourteen (14) days prior to any regularly scheduled shift change. No employee shall have their regularly scheduled shifts or days off changed without receiving a minimum of fourteen (14) days prior written notification of such change, except in emergency situations. When determined necessary by the appropriate Cal Maritime administrator, shifts may be changed on a short-term temporary basis. At least a 24-hour notice of short-term shift changes shall be provided to employees.
- 11.5 In emergency situations, all days off may be canceled and shifts reassigned.
- 11.6 Less than full-time employees shall be assigned hours and days of work by the appropriate administrator.

Meal Periods

- 11.7 Employees shall be entitled to a meal period of not less than thirty (30) minutes. The time of such meal period shall be scheduled by the appropriate administrator and shall be at or near the middle of the workday. Employees who have a thirty (30) minute meal period shall, when appropriate, be permitted a clean-up period of ten (10) minutes.
- 11.8 An employee required to remain on the job for the full shift shall be entitled to a paid meal period of thirty (30) minutes.
- 11.9 Meal periods shall not be considered time worked when all of the following conditions are met:
- a. meal periods are at least thirty (30) minutes in duration,
 - b. the employee is completely relieved of their duty, and
 - c. the employee is free to leave their work station if the employee so desires.

Extended Work Hour Meal Allowance

- 11.10 When an employee is required to work more than two (2) hours before or two (2) hours after a regularly scheduled workday, they may claim the actual cost of each meal in accordance with the following maximums:
- Breakfast – Up to \$10.00
 - Lunch – Up to \$18.00
 - Dinner – Up to \$27.00

All claims for such meal reimbursements must be supported by a receipt and a voucher. The time taken to consume such meals will not be included in the computation of overtime for the purposes of this allowance.

- 11.11 In the event that an employee works an additional six (6) overtime hours after qualifying for the first overtime meal, Cal Maritime will determine whether to provide a second meal or reimburse the employee the actual cost of a second meal at the current rates provided by the Board of Trustees.

11.12 An employee shall not be required to interrupt their work to consume the meal referenced above. Such meals may be taken before, after, or during the pre-shift or post-shift period. This provision shall not apply to employees receiving a per diem rate.

Rest Periods

11.13 Employees shall be entitled to take a rest period of fifteen (15) minutes for each half day worked. Rest periods should, when possible, be taken at or near the midpoint of the half-day period.

11.14 If an employee is unable to take a rest period due to work requirements, the rest period may be rescheduled later in the day. The rest period shall not be cumulative if not taken. Rest periods of fifteen (15) minutes or less shall be counted towards hours worked for the purpose of computing overtime.

Clean-Up Time

11.15 Employees shall be permitted, at the beginning of their scheduled workday and immediately prior to the end of their workday, a clean-up period of ten (10) minutes to perform personal washing and changing of clothes. Reasonable work time shall be provided to an employee for the taking of a shower when deemed necessary by the appropriate administrator.

Voluntary Training Time

11.16 Voluntary training time shall not be considered time worked when the training is voluntary and the employee does not engage in productive work during training.