



## M E M O R A N D U M

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**TO:** Facilities Services Staff  
**FROM:** Kevin P. Cloos, Director  
**DATE:** March 11, 2016  
**RE:** Shift start / end / break Times - *REMINDER*

To assure that everyone is clear on assigned starting times, break times and ending times, including the wash-up time before lunch and at the end of day, for all Operational Services Unit (OSU) employees, please review the information below and notify your supervisor should you have any questions or concerns.

Thank you for your cooperation in adhering to these procedures.

### **Trades Staff**

- Trade staff shall be at their assigned shop at or before 7:00 a.m. ready to receive assignment.
- Everyone must be prepared to work and ready to receive instruction or assignments. As such, there shall be no watching TV or eating breakfast after your assigned shift start time.
- Everyone shall head to their assigned tasks by 7:15 a.m.
- Once the shift starts do not stop at the vending machines or the cafés to obtain breakfast, coffee, juices, etc.
- Morning break shall start at 9:15 a.m. and end at 9:30 a.m. Staff are not to be in the shop or break room prior to that time. When working in another area of campus, employees should not leave their assigned area until between 9:00 a.m. and 9:05 a.m. to return to the shop for break. The afternoon break shall be managed in the same fashion. Afternoon break shall be 2:00 p.m. to 2:15 p.m.
- Lunch starts at 12:00 p.m. Everyone shall not leave the shops until noon. The 10-minute wash-up time shall not be used to extend the lunch break. If you leave campus, you shall return to your work assignment before 12:30 p.m.
- The end of shift time is 3:30 p.m. Everyone must remain on campus until this time.

### **Custodial Staff**

- Custodial staff shall arrive to the reporting room located at Alumni Hall and sign in at their assigned shift start time.
- Custodial staff shall immediately travel to their assigned building promptly after signing in at the reporting room at Alumni Hall.
- Breaks may be taken at a campus location determined by the employee. The 15 minute break time includes any travel to and from the work site; therefore employees are encouraged to take breaks in their own buildings. *There is no wash-up time before breaks.*

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#### FACILITIES SERVICES

- A 10-minute wash-up period is permitted before lunch. The wash-up time is not intended to extend the lunch period. In addition, lunch times are unpaid. The employee may leave campus at these times as long as they are back in their assigned area at the end of the lunch break.
- At the end of the shift, a 10-minute wash-up period is permitted. The wash-up time is not intended to alter quitting time. Employees must remain on campus until this time.
- All Custodial Staff shall sign out at the reporting room located at Alumni Hall at the end of their assigned shift. Employees must remain on campus until the end of their assigned shift. *Please plan your arrival no more than five minutes before your shift ends unless you need to speak with a supervisor.*
- Weekend breaks and lunches will vary due to the events scheduled.

To review and clarify, break times and lunch times are as follows:

<b>SHIFTS, LUNCH, AND BREAK TIMES</b>		
<b>SHIFT</b>	<b>BREAK TIMES</b>	<b>LUNCH TIMES</b>
<u>1<sup>st</sup> Shift – Monday - Friday</u> 5:00 a.m. – 1:30 p.m. 6:00 a.m. – 2:30 p.m. 7:00 a.m. – 3:30 p.m.	1 <sup>st</sup> break 9:00 a.m. – 9:15 a.m. 2 <sup>nd</sup> break 2:00 p.m. – 2:15 p.m.	12:00 p.m. – 12:30 p.m.
<u>2<sup>nd</sup> Shift – Monday - Friday</u> 3:30 p.m. – 12:00 a.m.  6:00 p.m. – 2:30 a.m.	1 <sup>st</sup> break 5:30 p.m. – 5:45 p.m. 2 <sup>nd</sup> break 9:45 p.m. – 10:00 p.m.  1 <sup>st</sup> break 8:00 p.m. – 8:15 p.m. 2 <sup>nd</sup> break 12:30 a.m. – 12:45 a.m.	7:30 p.m. – 8:00 p.m.  10:00 p.m. – 10:30 p.m.
<u>3<sup>rd</sup> Shift – Sunday - Thursday</u> 11:00 p.m. – 7:30 a.m.  <u>Monday - Friday</u> 11:00 p.m. – 7:30 a.m.	1 <sup>st</sup> break 1:30 a.m. – 1:45 a.m. 2 <sup>nd</sup> break 5:30 a.m. – 5:45 a.m.	3:00 a.m. – 3:30 a.m.
<b>Weekend Shifts</b> <u>Friday and Saturday</u> 4:00 p.m. – 2:30 a.m.  <u>Saturday and Sunday</u> 7:00 a.m. – 5:30 p.m.	1 <sup>st</sup> break 6:30 p.m. – 6:45 p.m. 2 <sup>nd</sup> break 12:00 a.m. – 12:15 a.m.  1 <sup>st</sup> break 9:30 a.m. – 9:45 a.m. 2 <sup>nd</sup> break 3:00 p.m. – 3:15 p.m.	9:00 p.m. – 9:30 p.m.  12:00 p.m. – 12:30 p.m.

Any changes in this schedule shall be reviewed and approved by your supervisor. As in the past, if you are not able to take a break at the specific time listed due to work in progress, you must notify your supervisor.

Your cooperation with the contents of this memorandum is expected and appreciated.