Policy 213 FINAL *03/14/2017*

**Policy Change Cover Sheet**

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| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** ***ndsu.policy.manual@ndsu.edu*** ***first so that a clean policy can be presented to the committees.*** |
| **SECTION**:  | Policy 213 Rest Periods |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
 |
| * Is this a federal or state mandate? [ ]  Yes [x]  No
* Describe change: Housekeeping change. There is a new Lactation policy in Chapter 1 that covers all employees. This addition to this policy only was covering Broadbanded employees and no longer is needed.
 |
| 1. **This policy change was originated by (individual, office or committee/organization):**
 |
| * Office/Department/Name and the date submitted Human Resources and Payroll/Colette Erickson/03-14-2017
* Email address of the person who should be contacted with revisions: Colette.erickson@ndsu.edu
 |
| ***This portion will be completed by Mary Asheim.***Note: Items routed as information by SCC will have date that policy was routed listed below. |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):**
 |
| **Senate Coordinating Committee:** | 3/20/17 |
| **Faculty Senate:** |  |
| **Staff Senate:** |  |
| **Student Government:** |  |
| **President’s Cabinet:** |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**North Dakota State University
Policy Manual
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**SECTION 213
REST PERIODS**

#### SOURCE: NDUS Human Resources Policy Manual, Section 18

1. Employees may be allowed a paid rest period of 15 minutes each half day to be arranged by the department head. The work day may not be shortened and lunch periods may not be lengthened by omitting rest periods.
2. Employees who work more than five (5) hours in any one day shall be allowed a minimum of 30 consecutive minutes for one unpaid lunch period.

*For information on lactation rooms, please see Policy 134.2 NDSU Lactation Policy.*

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HISTORY:

New July 1990

Amended May 1997

Amended October 2010

Housekeeping February 14, 2013

Housekeeping July 1, 2016

Housekeeping December 29, 2016