Policy *213* Version 1 *07/01/2016*

**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 Number and Name: 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: NDUS Human Resource Policy 18 Rest Periods has been changed to five hours to match the State of North Dakota’s policy on meal breaks.
 |
| 1. **This policy change was originated by (individual, office or committee/organization):**
 |
| * Office/Department/Name and the date submitted; Human Resources and Payroll 07/01/2016
* 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):**
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| **Senate Coordinating Committee:** |  |
| **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.
3. NDSU shall provide:

	1. A reasonable break time for an employee to express breast milk for her nursing child for 1 year after child's birth each time such employee has the need to express milk
	2. A place, other than a bathroom, that is shielded from view and free from intrusion for coworkers and the public, which may be used by the employee to express breast milk
	3. NDSU shall not be required to compensate an employee receiving reasonable break time for any work time spent for such purpose.

*NDSU has the following lactation rooms available for nursing mothers:* [*http://www.ndsu.edu/diversity/womens\_resources/lactation\_rooms/*](http://www.ndsu.edu/diversity/womens_resources/lactation_rooms/)

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HISTORY:
New July 1990

Amended May 1997

Amended October 2010

Housekeeping February 14, 2013