



Pepperdine University Meal and Rest Period Policy - Part-Time Faculty

Should there be an occasion when a faculty member like you works more than five hours on a given day, the University provides you with, and University policy requires that you take, an unpaid, duty-free meal period of at least 30 minutes by no later than the end of your fifth hour of work. If you work no more than six hours on that day, you may elect to waive this meal period. By signing the Part-Time Faculty Member Contract we will assume that you elect and agree to waive this meal period when you work no more than six hours, with the understanding that if this is incorrect you will immediately notify the Pepperdine Human Resources Department in writing that you do not wish to waive this meal period. In that case, you must then take a 30-minute, unpaid, duty-free meal period on any workday when you work more than five hours by no later than the end of the fifth hour of work, and record the times that you began and ended each such meal period in the Kronos Timekeeping system.

If you work over six hours on a given day, you are provided with, and required to take, an unpaid, duty-free meal period of at least 30 minutes, by no later than the end of your fifth hour of work. This meal period cannot be waived when you work more than six hours. Though not anticipated, expected or required, should you work more than ten hours on a given day, you are provided with, and required to take, a second unpaid, duty-free meal period of at least 30 minutes, to be taken by no later than the end of your tenth hour of work. The time you began and ended each meal period must be entered in the Kronos timekeeping system. Faculty members who wish to waive this second meal period may be permitted to do so in writing, but must contact Human Resources for details.

Meal period waivers may be withdrawn at any time by notifying Human Resources in writing.

On days that you work at least 3.5 hours, you are also permitted and authorized to take a 15-minute, paid, duty-free rest period during each four-hour segment of work or major fraction thereof. For example, if you work between 3.5 and six hours on a given day, you are entitled to a 15-minute rest period, if you work between six and ten hours on a given day, you are entitled to a second 15-minute rest period, and so on. To the extent practical, rest periods should be taken at the midway point of every four-hour segment of work or major fraction thereof. Because rest periods are paid time, you do not clock in and out for them.

Both meal and rest periods are duty-free and may be taken wherever you wish. Meal and rest periods are your time. You are not required or expected to remain available to students or others at the University during these periods or to respond to phone calls, voicemail messages, email, texts, or other messaging devices or messages.

If you believe you have not received a meal or rest period in accordance with this policy, please promptly notify your department chair, division head, dean or the Human Resources Department.

The Pepperdine Human Resources Department at humanresources@pepperdine.edu, 310-506-4397 is available to respond to questions concerning this policy and to receive meal period waiver or withdrawal requests.