

# MEMORANDUM

## State of Alaska Department of Administration Division of Personnel

To: All Departments

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Subject: GGU Additional Meal Breaks

The purpose of this memorandum is to provide guidance and clarification for reporting additional meal breaks. GGU Article 23.01, Meal Break, states in part, "... An additional lunch period of thirty (30) minutes shall be allowed when a bargaining unit member works continuously for **more than** two (2) hours before or after a normal shift, and such additional lunch period shall be considered time worked. However, the additional lunch period must be claimed within thirty (30) calendar days from the end of the pay period in which it was earned..." (emphasis added). The contract language was changed during the last round of negotiations to require that a bargaining unit member work more than two (2) hours to be eligible for the additional lunch period. Article 23 became effective upon approval of the monetary terms of the contract by the legislature on May 24, 2005, and is effective retroactively to July 1, 2004, for purposes of resolving Notices of Pay Problems or grievances. The State will not retroactively apply the changed term otherwise.

Bargaining unit members who work more than two hours before or after their normal shift should be given an additional lunch period of thirty (30) minutes. In instances where the business needs do not allow for an additional lunch period, the bargaining unit member is entitled to an additional half (.5) hour of compensation. Supervisors are to insure that employees take this lunch period and it should only be denied in genuinely exigent circumstances.

The reporting of additional lunch periods has been inconsistent and the implementation of the statewide timesheet standard elements has added to the confusion. The start and stop times should reflect actual work time. Reporting an additional lunch period should be the same as reporting a normal lunch period. There should be a stop time for the beginning of the

lunch period as the employee is no longer working and a start time when the employee returns to work from the lunch period. However, for additional lunch periods, a comment must be made in the comments column indicating, "additional lunch period taken". When business needs do not allow for the additional lunch period, the employee must enter a stop time that accurately reflects when the employee has stopped working and a comment must be made that says, "no additional lunch period taken". Timekeepers will add a half (.5) hour of regular hours worked for those employees who are eligible for the additional lunch period.

Below are examples of an employee who is eligible for the additional lunch period:

**Example #1:** This employee normally works 8:00 a.m. to 4:30 p.m. and takes a normal lunch from 12:00 p.m. to 1:00 p.m. On this day the employee worked to 7:30 p.m., more than two hours past the end of the normal shift, and takes the additional lunch period.

Start	Stop	Start	Stop	Start	Stop	Hours Worked	Comments
8:00	12:00	13:00	18:30	19:00	19:30	10	additional lunch period taken

The timekeeper will add the additional meal period of a half (.5) hour to the hours worked as this additional meal break must be paid as regular hours worked. The total hours worked for this day will then be ten and one half (10.5) hours.

**Example #2:** This employee normally works 8:00 a.m. to 4:30 p.m. and takes a normal lunch from 12:00 p.m. to 1:00 p.m. On this day the employee worked to 7:30 p.m., more than two hours past the end of the shift, and does **not** take the additional lunch period.

Start	Stop	Start	Stop	Start	Stop	Hours Worked	Comments
8:00	12:00	13:00	19:30			10.5	no additional lunch period taken

The timekeeper will add the additional meal period of a half (.5) hour to the hours worked. The total hours worked for this day will be eleven (11) hours.

If you have any questions regarding the reporting of additional meals periods, please contact your Technical Services office.

cc: Art Chance  
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 Technical Services Supervisors  
 All Supervisors by email  
 Labor Relations Web Page  
 ASEA