



# Santa Ana Unified School District

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Associate Superintendent  
Mark A. McKinney

Human Resources

Date: August 18, 2016  
To: Principals, Managers, Department Heads, and Office Managers  
From: Mark A. McKinney, Associate Superintendent, Human Resources  
Subject: Lunch/Break Time and Office Hours for Phone Coverage

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I would like to remind all staff of the Collective Bargaining Agreement between Santa Ana Unified School District and the California School Employees Association, a mirror of the Labor Code where Article 3 of that agreement states the following:

**3.2.2** A fifteen (15) minute compensated rest period shall be provided all employees for each four (4) hour period of service. The rest period herein described shall be taken at the discretion of the immediate supervisor **at or near the midpoint of each four (4) hour period.**

This contract language would prohibit adding the break period or periods to the lunch hour to turn a half hour lunch into an hour lunch. Nor, should the fifteen (15) minute break time be used to shorten the work day by saving it up and going home early. Article 3 of the Collective Bargaining Agreement, as well as the Labor Code, prohibit such usage. In Article 3, we read the following:

**3.2.1.2** Lunch periods and break periods **shall not be moved to the start or end of the work day in order to shorten the work day**, except for temporary, occasional approvals by the site/department supervisor.

Break periods are intended to be used for the purpose of providing an employee a break during prolonged work periods. Breaks are intended for rest and recovery from the stress of work, not to extend the lunch hour or shorten the work day.

In order to coordinate all school/department offices hours for services in the District, the main phone number to **your site/department must have phone coverage from 7:30 a.m. to 4:30 p.m.** Voice mail should not be used during the regular work day. Additional phone coverage time is a site/department decision.

Please share this information with your staff once again and go over their daily schedules as to when they begin and end the work day to ensure proper office coverage from 7:30 a.m. to 4:30 p.m.

MAM: ea

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