

State Operated Community Program
SOCP Policy Memorandum

Topic:	Off Duty Lunch Breaks When in Training	Issue date:	05/16/2012
<p>Policy Memorandums – should be considered high priority, and processed immediately. They are used to disseminate new federal, state, and program policies or <u>administrative rules, changes in existing rules, policy clarifications</u> and manual updates.</p>			

Applies to:
(check all that apply)

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> All employees includes: | <input type="checkbox"/> Prog. Managers | <input type="checkbox"/> Site Managers |
| <input checked="" type="checkbox"/> Nurses | <input checked="" type="checkbox"/> BVS1 &2s | <input checked="" type="checkbox"/> Trainers |
| <input type="checkbox"/> Cent. Office staff | <input checked="" type="checkbox"/> Group Home Staff | <input type="checkbox"/> HR |
| <input type="checkbox"/> Other | | |

Implementation date: 05/26/2012

FROM: Lois DeLong, HR Director

SUBJECT: Off duty lunch breaks when in training.

SOCP employees in more distant work sites have been approved to borrow state vehicles to attend trainings at the SOCP central office. It has been the practice of some supervisors to pay these employees for the entire time they are gone for training, which has resulted in employees being paid for their 30 minute lunch breaks.

Effective immediately, supervisors will stop compensating employees for their off-duty, thirty minute lunch breaks when attending training.

The guidelines in Article 28, Section 9 regarding Meal Periods and Rest Breaks will be followed. Employees scheduled to attend eight hours of training shall be compensated for at least eight hours of pay for completion of the training.

If you have questions about this information, contact:

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