

Community Action Team. Inc.
Child & Family Development Programs
Staff Schedule Requirements

To promote a positive work environment and staff well-being as well as ensure compliance with BOLI regulations, the following steps will be implemented for all employee breaks and lunch periods.

- Staff will report to work no more than 30 minutes before their class start time.
- All breaks will be provided to follow BOLI requirements
 - Oregon law requires an employer-paid rest period of not less than 10 minutes for every segment of four hours or major part thereof (two hours and one minute through four hours) worked in one work period. This time must be taken in addition to and separately from required meal periods. The rest period should be taken as nearly as possible in the middle of the work segment. It is prohibited for an employer to allow employees to add the rest period to a meal period or to deduct rest periods from the beginning or end of the employee's work shift.
 - CAT Personnel Policy Article 7 covers work hours. Per 7.02, breaks are provided at 15 minutes.
- Staff start time will depend on each site's staff lunch break schedule and meet BOLI requirements and CAT personnel policies
 - If the work period is at least six hours but less than seven hours, the meal period is to be taken after the second hour worked and prior to the commencement of the fifth hour worked. If the work period is more than seven hours, the meal period is to be taken after the third hour worked and prior to the commencement of the sixth hour worked.
- Staff may not skip breaks or lunches and may not take them at the end of the day to leave early.
- For classroom teaching teams; the person that reports to work first will go on their lunch first.
- Breaks and lunch periods will be scheduled at different times for the teacher and assistant in classroom teams.
- At the centers, breaks and lunch periods will be scheduled by the Center Manager.
- Supervisors for non-center-based staff will ensure appropriate breaks and lunch periods are taken.

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- Teachers will provide lunch breaks for teachers and assistant teachers will provide lunch breaks for assistant teachers when staffing allows. The need for floating aides to provide breaks will be determined by site.
- It is vital to provide consistency and predictability for children and classes to ensure student success. Sites will collaborate with the Operations Manager to determine designated staff for each classroom in the event of staff absences.
- Staff will communicate with their site supervisor about meetings and events they need to attend that may impact their schedule, i.e. IFSP meetings, coaching meetings, etc. Meetings will be scheduled outside of class time to the extent possible.

In duration classrooms:

- Teachers will be given one day a week to have extra time out of class (after lunch) to complete paperwork, home visits, etc. This will be covered by another teacher or may be covered by other staff.
- Assistant teachers will be given one day every other week to have extra time out of class to complete documentation (after lunch). This will be covered by another assistant teacher or may be covered by other staff.
- Teachers and assistants cannot be out of the classroom on the same day.
- Center Managers will work with the Operations Manager to ensure that all teachers or assistant teachers are not out of the classroom on the same day across the program, to allow for availability for coaching, debriefing, staffings, etc.