

## Manager Oversight and Enforcement

To comply with Sodexo Live!'s California Meal Period and Rest Break Policy, managers must:

- Post the California Meal Period and Rest Break Policy and Acknowledgement Form and the California Meal Period and Rest Break Summary Chart where other notices to employees are posted.
- Post the applicable California Industrial Welfare Commission "Wage Order," which details wages, hours and working conditions, including the rules regarding meal periods and rest breaks.
- Schedule employee meal periods and rest breaks for each shift, post that schedule in a visible location, and remind employees on a regular basis that they must take their meal periods and rest breaks.
- Provide a 30-minute, duty-free, uninterrupted meal period to employees working more than 5 hours that begins **before** the employee completes 5 hours of work (must begin by 4 hours and 59 minutes into the employee's shift).
  - The sole exception is if all of the following requirements have been:
    - a. The employee and manager have signed a meal period waiver for the first meal period;
    - b. That signed meal period waiver remains in the employee's personnel file;
    - c. The employee works six hours or less that day; and
    - d. The manager adds the following comment to the employee's timekeeping records for each day in which the waiver applies: "Meal Waiver on File."
- Provide a second 30-minute duty-free, uninterrupted meal period to employees working more than 10 hours that begins **before** the employee completes 10 hours of work (must begin by 9 hours and 59 minutes into the employee's shift).
  - The sole exception is if all of the following requirements have been:
    - a. The employee and manager have signed a meal period waiver for the second meal period;
    - b. That signed meal period waiver remains in the employee's personnel file;
    - c. The employee works 12 hours or less that day;
    - d. The employee takes a compliant first meal period; and
    - e. The manager adds the following comment to the employee's timekeeping records for each day in which the waiver applies: "Meal Waiver on File."

### Manager Oversight and Enforcement (continued)

- Review the Sodexo Live! Meal Period and Rest Break Policy with new employees on the first day during orientation. Have the employee sign the Employee Acknowledgement and place in the personnel file. If an employee refuses to sign the Employee Acknowledgement, sign and date the form yourself to indicate when you provided and reviewed the policy with the employee. Note on the document the employee's refusal to sign and place in the employee's personnel file.
- Review the requirements of the California Meal Period and Rest Break Policy with existing employees on a regular basis.
- Hold employees accountable for taking their meal periods and rest breaks as required. Promptly take disciplinary action according to the Constructive Counseling process or the disciplinary procedures in the applicable collective bargaining agreement.

Managers who fail to comply with their responsibilities under the California Meal Period and Rest Break Policy will be subject to discipline up to and including termination of employment. If you have any questions about the policy or your responsibilities, contact Human Resources.