



Selective Personnel, Inc.



California Meal & Rest Break Policy

Notice and Employee Acknowledgement

Purpose

SPI is committed to full compliance with California meal and rest break requirements for every employee placed at a client worksite, regardless of role or work location. This includes employees serving in Lead, Supervisor, Coordinator, and Management positions. While SPI has consistently ensured that meal and rest breaks required under California law are made available to all employees, this notice formalizes that policy in writing and requires each employee to review, understand, and sign an acknowledgement confirming they have received it.

Company Policy Statement

SPI provides all non-exempt employees with paid rest breaks and unpaid meal breaks in accordance with California Labor Code Sections 226.7 and 512, the applicable IWC Wage Orders. Supervisors, Leads, Coordinators, and Managers are required to authorize and permit these breaks for themselves and for every employee they oversee, and may not pressure, encourage, or require any employee to skip, shorten, or work through a required break.

California Legal Requirements

Rest Breaks

- Employees are entitled to a paid, uninterrupted 10-minute rest break for every 4 hours worked, or major fraction thereof.
- A rest break is required once an employee works at least 3.5 hours in a day.
- Rest breaks must, so far as practicable, be provided near the middle of each work period.
- Employees may not be required to remain on the premises or on-call during a rest break.

Meal Breaks

- Employees who work more than 5 hours in a day are entitled to an unpaid, duty-free 30-minute meal break, which must begin before the end of the 5th hour of work.
- A meal break may be waived by mutual written consent only if the total workday is 6 hours or less.
- Employees who work more than 10 hours are entitled to a second 30-minute meal break, which must begin before the end of the 10th hour of work.
- The second meal break may be waived only if the first was not waived and total hours worked do not exceed 12.
- Meal breaks must be fully duty-free; employees cannot be required to monitor work, remain on the premises, or respond to calls or messages.



Hours Worked in a Workday	Rest Breaks (paid, 10 min.)	Meal Breaks (unpaid, 30 min.)	Notes
3.5 – 6 hours	1 rest break	1 meal break (may be waived by mutual written consent if 6 hrs or less)	Meal break must begin before the end of the 5th hour
Over 6 – 10 hours	2 rest breaks	1 meal break	Rest breaks should fall near the middle of each work period
Over 10 hours	3 rest breaks	2 meal breaks	2nd meal break may be waived only if the 1st was not waived and total hours ≤ 12

Note: rest breaks and meal breaks are separate and may not be combined into a single break period.

Consequences of non-compliance

If a required meal or rest break is not properly provided, California law requires payment of one additional hour of pay, at the employee's regular rate, for each workday a rest break violation occurs, and a separate additional hour of pay for each workday a meal break violation occurs.

Clocking Procedures by Location

Break procedures may vary by client worksite based on the client's timekeeping system and operational needs:

- Some locations require employees to clock out for their 10-minute rest breaks and/or 30-minute meal breaks.
- Other locations do not require clocking out for rest breaks, consistent with the requirement that rest breaks remain paid time. May require to sign-off on a weekly basis an attestation that all CA Meal and Rest Breaks have been taken.

Regardless of the clocking method used at a specific location, every employee must take their full, timely, and duty-free breaks as required by California law and SPI policy. Supervisors, Leads, Coordinators, and Managers are responsible for confirming that the clocking procedure at their location is followed correctly and does not interfere with an employee's ability to take a compliant break.

Employee Responsibilities

- Take all rest and meal breaks to which you are entitled, at the times and durations described in this notice.
- Follow the clock-in/clock-out procedure required at your specific worksite.
- Notify your SPI representative or worksite supervisor immediately if you are unable to take a required break for any reason.
- Leads, Supervisors, Coordinators, and Managers must ensure that employees under their direction are permitted to take their breaks and are never pressured, directly or indirectly, to skip or shorten them.



Reporting Workplace Concerns

Any employee who is denied a required break, pressured to skip or shorten a break, or has questions about how breaks are administered at their worksite should report the concern promptly to their SPI HR representative or through SPI's established reporting channels. SPI prohibits retaliation against any employee who reports a break-related concern in good faith.

Corrective Actions

Any employee who fails to follow the California Meal & Rest Break Policy will be coached and written up for failing to follow the law and policy.

Acknowledgement

By signing below, I acknowledge that:

- I have received and reviewed SPI's California Meal & Rest Break Policy Notice.
- I understand my rights to paid rest breaks and unpaid meal breaks under California law, as summarized in this notice.
- I understand the clocking procedure that applies at my current worksite.
- I understand my responsibility to take my breaks and to report any concerns about missed, shortened, or interrupted breaks.
- If I serve in a Lead, Supervisor, Coordinator, or Management role, I understand my responsibility to ensure the employees I oversee are permitted to take their required breaks.

Employee Name (Print)	Employee Signature	Date
Worksite / Client Location	Position / Title	SPI Representative

This notice is provided for policy and compliance purposes and is not a substitute for legal advice. Employees with questions about their specific rights should contact SPI Human Resources.