

**NORTHERN KENTUCKY UNIVERSITY
OFFICE OF STUDENT FINANCIAL ASSISTANCE**

LUNCH WAIVER AND BREAK REGULATIONS

THIS DOCUMENT IS DESIGNED TO INFORM STUDENT EMPLOYEES AND SUPERVISORS OF THEIR RIGHTS AND RESPONSIBILITIES CONCERNING LUNCH AND BREAK REGULATIONS.

KENTUCKY STATE LAW AND NKU POLICY STATE THE FOLLOWING:

1. Hours worked in excess of 40 within a work-week (Sunday through Saturday) must be paid at a rate of one and one-half the regular pay rate. NKU policy dictates that student employees are not to exceed 25 hours a week during the regular academic year and 35 hours a week during the summer session.
2. If four (4) consecutive hours are worked, the employee is entitled to **ONE** ten minute break in addition to the unpaid lunch break.
3. Every employee must be granted a reasonable period for lunch if the employee works five (5) or more consecutive hours.

BY SIGNING BELOW, THE STUDENT IS ACKNOWLEDGING THAT THE ABOVE INFORMATION IS UNDERSTOOD.

STUDENT SIGNATURE

THE UNIVERSITY REALIZES THAT THERE ARE OCCASIONS WHEN IT MAY NOT BE ADVANTAGEOUS OR CONVENIENT TO TAKE AN UNPAID LUNCH BREAK, THEREFORE, WITH MUTUAL AGREEMENT AND CONSENT BETWEEN THE STUDENT EMPLOYEE AND THE SUPERVISOR, THE UNPAID BREAK MAY BE WAIVED. BY SIGNING THIS AGREEMENT, THE STUDENT IS PLACING ON FILE THE CONSENT FORM THAT, IF MUTUALLY AGREED, THE STUDENT MAY AT TIMES WAIVE THE UNPAID BREAK.

PRINT STUDENT'S NAME BELOW:

LAST

FIRST

MI

SOCIAL SECURITY NUMBER

STUDENT SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE