



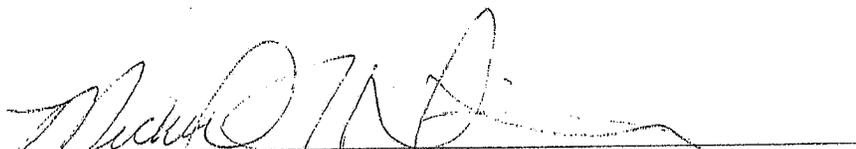
September 20, 2003

TO: All SDO's, ASP's, and 204b's
FROM: Michael J. Dickerson
SUBJECT: Breaks, Lunches, and Wash-ups

Each bargaining unit employee has two fifteen-minute breaks, one thirty-minute lunch, and two five-minute wash-ups. There is no break at the end of the tour. Only a five-minute wash-up is to be allowed.

You are responsible for setting your employees' breaks and lunches. You are responsible for monitoring and enforcing the lengths of the breaks and wash-ups. Breaks will be taken after periods of no less than one hour forty-five minutes and no more than two hours fifteen minutes of work. If I continue to see the abuse of end-tour breaks and breaks exceeding fifteen minutes, I will be confronting the supervisor responsible. Lunches shall be scheduled no more than six hours into the employee's tour. If a situation arises where this is not feasible, contact me. We will discuss each occurrence on a case-by-case basis.

If you are not correcting the employees who are in violation, you should expect negative consequences.



Michael J. Dickerson

MJD:bab