

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 108.02
SUBJECT: STANDARDS OF CONDUCT FOR EMPLOYEES	INITIAL EFFECTIVE DATE: 05/06/86
TITLE: MEAL/BREAK TIMES	LAST REVISION DATE: 07/20/2010

POLICY STATEMENT:

I. MEAL BREAK

Every effort will be made to ensure that all employees receive a daily meal break during each shift. This break is to be taken at the discretion of the department supervisor. There may be instances, however, when an employee may not receive a scheduled meal break due to scheduling and/or the nature of the work.

Unless otherwise instructed, employees will receive at least a 30 consecutive minute, duty-free meal break during a normal work day. In the event a non-exempt employee does not get a 30 consecutive minute duty-free meal break, he/she shall be paid in accordance with the Fair Labor Standards Act.

II. REST BREAKS

No more than two rest breaks may be made available with the approval of the immediate supervisor. Rest breaks shall be considered a privilege and not a right and shall never interfere with proper performance of an employee's work responsibilities and department work schedules.

A. Rest Break Conditions

Rest breaks are a maximum of fifteen (15) minutes. Employee rest breaks must be taken at, near, or in route to or from work sites within the fifteen (15) minute limits. Employees whose work sites and/or work schedules do not permit opportunities to obtain food or beverages should plan ahead and take provisions with them to the work sites.

B. Rest Break Practices Not Permitted

1. Combining two daily breaks into one thirty (30) minute rest period.
2. "Banking" rest period time from day to day.
3. Saving rest period time to extend lunch period or shorten shift is prohibited.

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4. Requesting overtime pay for work performed during a rest period.
5. Field crews will not be allowed to leave the job site for breaks.