





Administrative Policy

Title: Parks and Community Services Department Break Policy				
Administered By: Administrative Services (Human Resources)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01400.603	07-13-04 (N/A)	01-03-17		

This Policy had been issued without a known Policy Number. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy: (UNKNOWN #)
Issued: 07-13-04
Revised: N/A



PARKS AND COMMUNITY SERVICES DEPARTMENT BREAK POLICY

POLICY:

Employees working a shift of 6 consecutive hours or longer shall be entitled to 1 paid rest period or “break.” Employees working 8 hours shall be entitled to 2 paid breaks (one in first half of the shift, and one in the second half of the shift.)

NOTE: Employees who work through their lunch period and receive wages for the time shall have that meal period counted towards their total daily hours. Employees who are free to leave the facility during lunch and do not receive wages for the time shall not have that period counted toward their total daily hours.

PROCEDURE:

A “break” will not exceed 15 minutes; this is from the time the employee leaves his / her work area until he/she returns.

These breaks are designed to give employees a brief period of relaxation.

If the employee does not take his or her break, this time shall not be accumulated by the employee as extra time off, nor shall the employee add this time to his/her lunch hour or allow for an earlier departure time. Employees are to remain at the work site during the rest period.

Breaks are subject to supervisory approval and will be provided at times as close as possible to policy guidelines, based on available staffing for coverage. Employees should understand that it may not always be possible to provide a break at the midpoint of a shift, nor can requests for breaks at specific times be granted.

Due to logistical and staffing constraints, breaks cannot be provided during occasional off-site “field trip” activities. Rather, the break policy is intended to apply during normal work assignments at City facilities.

The Parks and Community Services Department will consider its ability to provide coverage during breaks when preparing work schedules and granting shift requests from employees.