

PROCEDURE 303-3 MEALS AND BREAKS

Effective 05-01-2021

Revised 06-22-2023

Rest Periods

Employees ordinarily will be allowed one paid 15-minute rest period near the middle of each four-hour work period. Supervisors will decide the time and length of the rest periods and may eliminate or reduce rest periods to accommodate the workload. Additional compensation is not provided to an employee whose rest period is reduced or eliminated.

Departments/agencies/offices may require employees to schedule their rest period. However, rest breaks will be compensated and constitute hours worked unless the break exceeds 20 minutes for nonexempt employees.

Nursing Breaks

Employees who are nursing mothers may take breaks as needed to express breast milk. Employees should work with their supervisor to schedule such breaks but supervisors are expected to be flexible and cannot deny a needed break regardless of whether it is on schedule.

The County will provide suitable space to accommodate the breaks that is shielded from view and is not subject to intrusion. Employees will not be required to use restrooms for nursing breaks. Employees should contact the Department of Human Resources for information on designated spaces.

Employees may not be subject to discrimination, harassment, or retaliation for taking such breaks. Employees and supervisors should follow Human Resources Procedure 105-3 to report such actions.

Meal Periods

Meal periods are unpaid breaks of more than 20 minutes. Meal periods do not constitute hours worked, and nonexempt employees must record the beginning and ending time of their meal periods.

Full-time employees will ordinarily be allowed one 30- to 60-minute meal period near the middle of the workday. Part-time employees scheduled to work more than five consecutive hours during any workday will also ordinarily receive a meal period. The time and length of meal periods is determined by the department/agency/office.

Employees must be completely relieved of duties during meal periods; however, they may be required to remain on the premises. Non-exempt employees generally should not be permitted to take meal periods at their work stations, as employees should be free to relax during non-compensable periods. Non-exempt employees who perform any work during their meal period must report the time as hours worked.