

## College Procedure: 404.25 – Hotel Meal Periods and Breaks

Policy Reference: 402 – Employment Relationship  
Responsible Department: The Hotel at Kirkwood Center  
Approval Authority: Cabinet  
Procedure Owner: Vice President, Finance  
Effective Date: 01/10/2015

Version Number: 2  
Legal Counsel Reviewed (yes/no): No  
Scope: College-wide

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### Reason for Procedure

The Hotel at Kirkwood Center complies with state and federal laws regarding meal periods and breaks.

### The Procedure

All nonexempt (hourly) employees may receive short paid breaks of 10 minutes or less in duration. Employees must remain on Hotel property during paid breaks, exception being the smoking breaks at the authorized 76th Avenue entrance on public property.

If an employee is working 4 hours, they are entitled to a 10-minute paid break.

If an employee is working 6 hours or more, they are entitled to a 10 minute paid break and a 30-minute unpaid break which is uninterrupted as they are relieved of their duties during that time. If the employee is called back to work while on an unpaid break, they must fill out a time adjustment with the explanation and submit to a manager. The time the employee was off of the clock (1 – 29 minutes) will be reinstated and they will be paid for that.

If the employee works an 8-hour shift or more, two 10 minute paid breaks and one 30-minute unpaid break will be allowed. These are subject to business demands.

Short paid breaks may be used as smoke breaks. Employees must comply with Kirkwood's Tobacco Free Smoke Free procedure. Employees are not allowed to smoke in their vehicles. Employees are allowed to smoke by the 76th Avenue entrance between the sidewalk and street. If an Employee chooses to smoke during a short paid break, he/she must remove or cover Kirkwood Hotel logo/apparel during the break period.

Supervisors have the discretion to shorten or eliminate breaks periodically in order to meet business needs.

Failure to return timely from any break will subject the employee to disciplinary action up to and including termination. Employees who fail to comply with this procedure may be disciplined up to and including termination.

## References

FAIR LABOR STANDARDS ACT

TOBACCO FREE – SMOKE FREE PROCEDURE

## Revision Log

*Table 1 Revision Log*

Version Number	Date Approved	Approved by	Description of Change
1	01/10/2015	Jim Choate, Vice President, Finance	New procedure
2	02/11/2021	Cabinet	Procedure template