

	<i>Administrative Regulation</i>	
	Meal & Rest Breaks	
	Policy#	4.3
	Effective:	05/23/2017
	Revised:	03/10/2025
	Owner:	Human Resources

PURPOSE:

To ensure that employees receive appropriate breaks to promote well-being, productivity, and workplace compliance with state labor regulations.

SCOPE:

This policy applies generally to all City non-exempt employees, volunteers and interns. Specific provisions may vary for employees covered by a collective bargaining agreement, which shall supersede this regulation where applicable.

POLICY:

The City will provide all employees with meal and rest periods as required by Oregon law. Meal period and rest break(s) may not be taken together as one break. Supervisors are responsible for scheduling and ensuring compliance with this policy. Employees are encouraged to take their breaks as scheduled to maintain health and efficiency in the workplace.

PROCEDURE:

1. Rest Breaks

- 1.1. Employees must receive a paid 15-minute rest break for every four-hour segment or major portion thereof worked.
- 1.2. Rest breaks should be scheduled as near the middle of each four-hour segment as possible.
- 1.3. Employees may not be required to work through their rest periods.
- 1.4. Rest periods are considered work time and may not be waived or used to extend meal periods or shorten work shifts.

2. Meal Periods

- 2.1. Employees working 6 hours or more must receive an unpaid, uninterrupted meal break of at least 30-minutes, taken after the second hour and before the fifth hour of work.
 - 2.1.1. For shifts longer than 7 hours, the meal break should occur after the third hour and before the start of the sixth hour.
 - 2.1.2. An additional 30-minute meal break is required for employees working 14 or more hours.
- 2.2. If the employee's job duties prevent them from being relieved of all duties during their meal break must be paid.
- 2.3. Employees may leave the worksite during their meal break unless job duties require otherwise.

3. Exceptions and Accommodations

- 3.1. Employees who are unable to take their required breaks due to work demands must inform their supervisor as soon as possible.
- 3.2. Employees with medical conditions requiring additional breaks may request reasonable accommodations through Human Resources.
- 3.3. Special rules may apply for minors under 18, and departments employing minors must ensure compliance with applicable labor laws.

4. Sample Rest and Meal Schedules

- 4.1. Sample rest and meal break schedules are listed below. Individuals with questions about the rest or meal breaks available to them should contact their supervisor.

Shift Length	Requirements	
	Rest Breaks	Meal Break
2 hours or less	0	0
2 hrs & 1 min – 5 hrs & 59 min	1	0
6 hrs	1	1

6 hrs & 1 min – 10 hrs	2	1
10 hrs & 1 min. – 13 hrs & 59 min	3	1
14 hours	3	2
14 hrs 1 min - 18 hrs	4	2
18 hrs 1 min - 21 hrs 59 min	5	2
22 hrs	5	3
22 hrs 1 min - 24 hrs	6	3

DEFINITIONS:

1. The Term “*Non-exempt*” means an employee who is not exempt from the overtime pay requirements of FLSA. These employees must keep records of the specific times they work so that they are paid overtime when they work more than 40 hours in a workweek.

RESOURCES:

Administrative Regulations:

1. [Rest Period for Expression of Milk](#)

Legal Resources:

1. [BOLI - Meal and Rest Period Rules.](#)