



## Meal and Rest Breaks

Administrative Regulation | Attendance & Time Management | #5.03

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Effective Date: June 10, 1985

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Supersedes: May 10, 2025

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**Note:** Terms that are ***bolded and italicized*** the first time they appear in this regulation are defined below. After the first occurrence, defined terms appear in *italics only*.

### Purpose

To ensure employees receive appropriate meal and rest breaks in accordance with Oregon labor law, while promoting well-being, productivity, and workplace compliance.

### Scope

This regulation applies to all City ***non-exempt employees***, volunteers, and interns. Specific provisions may vary for employees covered by a Collective Bargaining Agreement, which will supersede this regulation where applicable.

### Policy

The City provides meal and rest periods in full compliance with Oregon labor laws. ***Meal periods*** and ***rest breaks*** must be taken separately and may not be combined or used to adjust work schedules.

Supervisors are responsible for ensuring compliance, and employees are encouraged to take their breaks as scheduled.

Regular breaks support physical health, emotional resilience, and sustained productivity, reflecting the City's commitment to employee well-being.

### Procedure

#### 1. ***Rest Breaks***

- a. Employees are entitled to a paid fifteen (15) minute *rest break* for every four (4) hour segment, or major portion thereof, worked.
- b. *Rest breaks* should be scheduled as close to the middle of each four (4) hour segment as possible.
- c. Employees may not be required to skip or work through rest periods.
- d. Rest periods are considered paid ***work time*** and may not be waived, combined with *meal periods*, or used to leave work early.

**2. Meal Periods**

- a. Employees working six (6) or more hours must receive a minimum thirty (30) minute unpaid, uninterrupted *meal period*, unless a lawful **waiver** applies.
  - (1) For shifts longer than seven (7) hours, the *meal period* must occur after the third (3rd) hour and before the start of the sixth (6th) hour.
  - (2) An additional thirty (30) minute *meal period* is required for employees working fourteen (14) or more hours.
- b. If an employee is not relieved of all duties during a *meal period*, the time must be treated as paid *work time*.
- c. Employees may leave the worksite during a *meal period* unless operational needs require otherwise.

**3. Exceptions and Accommodations**

- a. If an employee is unable to take a required break due to work demands, the employee must notify their supervisor as soon as possible.
- b. Employees with medical conditions requiring additional or modified breaks may request a reasonable accommodation through Human Resources.
- c. Departments employing minors under the age of eighteen (18) must ensure compliance with all applicable labor laws regarding rest and *meal periods*.

**4. Rest and Meal Break Requirements by Shift Length**

- a. The table below provides required rest and meal breaks by shift length. Employees should contact their supervisor with any questions regarding entitlements.

<b>Shift Length</b>	<b>Rest Breaks</b>	<b>Meal Break(s)</b>
2 hours or less	0	0
2 hrs 1 min – 5 hrs 59 min	1	0
6 hours	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 hours	5	3
22 hrs 1 min – 24 hrs	6	3

## Definitions

<b>Term:</b>	<b>Definition</b>
<b><i>Meal Period:</i></b>	An uninterrupted period of at least thirty (30) minutes during which an employee is relieved of all duties. Meal periods are unpaid unless the employee is required to remain on duty or perform work.
<b><i>Non-Exempt Employees:</i></b>	An employee classified under the FLSA as eligible for overtime pay for all hours worked beyond forty (40) in a workweek. <i>Non-exempt employees</i> must be paid in compliance with federal and state wage and hour laws.
<b><i>Rest Break:</i></b>	A paid break period of at least fifteen (15) minutes provided during work hours, intended to allow employees rest and recovery. <i>Rest breaks</i> are counted as hours worked and may not be waived.
<b><i>Waiver (Meal Period):</i></b>	A voluntary, written agreement between the employee and the City allowing the employee to waive a meal period when permitted by Oregon law.
<b><i>Work Time:</i></b>	All time during which an employee is required to be on duty, on the employer's premises, or otherwise performing work-related activities.

## Related Resources

### Administrative Regulations:

- [Lactation Breaks & Support](#)

### Legal Resources:

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