

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

Note: Terms in **bold** and *italics* throughout this policy are defined below.

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 policy 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 all required meal and rest periods in accordance 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 to support health and productivity.

PROCEDURE:

1. Rest Breaks

- 1.1. Employees are entitled to a paid 15-minute rest break for every four-hour segment, or major portion thereof, worked.
- 1.2. Rest breaks should be scheduled as close to the middle of each four-hour segments as possible.
- 1.3. Employees cannot be required to skip or work through their rest periods.
- 1.4. Rest periods are considered paid work time and may not be waived, combined with meal breaks, or used to leave work early.

2. Meal Periods

- 2.1. Employees working 6 hours or more must receive a minimum 30-minute unpaid, uninterrupted meal break, 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 an employee is not relieved of all duties during their meal break, the time must be paid.
- 2.3. Employees may leave the worksite during their meal break unless operational needs require otherwise.

3. Exceptions and Accommodations

- 3.1. If an employee is unable to take a required break due to work demands, they must notify their supervisor as soon as possible.
- 3.2. Employees with a medical condition requiring additional or modified breaks may request a reasonable accommodation 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. Rest and Meal Break Requirements by Shift Length

- 4.1. Sample rest and meal break schedules are listed below. Individuals with questions about the should contact their supervisor with any questions about their rest or meal break entitlements.

Shift Length	Required	
	Rest Breaks	Meal Break(s)
2 hrs 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 hrs	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. ***“Non-exempt”*** is employee who is eligible for overtime pay and must track all hours worked. These employees must receive legally mandated meal and rest breaks under Oregon law and are subject to Fair Labor Standards Act (FLSA) provisions.

RESOURCES:

Administrative Regulations:

1. [Lactation Breaks & Support](#)

Legal Resources:

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