

	Administrative Regulation	
	Policy#	4.3
	Effective:	05/23/2017
	Revised:	03/10/2025
<h1>MEAL & REST BREAKS</h1>		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 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:

Step 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.

Step 2: Meal Periods

- A. Employees working six (6) or more hours must receive a minimum thirty (30) minute unpaid, uninterrupted meal period, taken after the second (2nd) hour and before the fifth (5th) hour of work.
 - 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.

Step 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.

Step 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.

Shift Length	Rest Breaks	Meal Break(s)
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

DEFINITION:**(1) *Non-exempt:***

An employee classified under the FLSA as eligible for overtime pay for all hours worked beyond forty (40) in a workweek. Non-exempt employees must be paid in compliance with federal and state wage and hour laws.

RESOURCES:*Administrative Regulations:*

1. [Lactation Breaks & Support](#)

Legal Resources:

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