

PROCEDURE 303-3 MEALS AND BREAKS

Effective 05-01-2021, Resolution No. 014-21

Rest Periods

Employees ordinarily will be allowed one paid 15-minute rest period near the middle of each four-hour work period. Supervisors will decide the time and length of the rest periods and may eliminate or reduce rest periods to accommodate the workload. Additional compensation is not provided to an employee whose rest period is reduced or eliminated.

Departments/agencies/offices may require employees to record their rest period. However, the time remains compensable and constitutes hours worked unless the break exceeds 20 minutes.

Nursing Breaks

Nursing mothers may take breaks as needed. The County will provide suitable space to accommodate the breaks, and the breaks will be compensated. Employees may not be subject to discrimination, harassment, or retaliation for taking nursing breaks.

Meal Periods

Meal periods are unpaid breaks of more than 20 minutes. Meal periods do not constitute hours worked, and nonexempt employees must record the beginning and ending time of their meal periods.

Full-time employees will ordinarily be allowed one 30- to 60-minute meal period near the middle of the workday. Part-time employees scheduled to work more than five consecutive hours during any workday will also ordinarily receive a meal period. The time and length of meal periods is determined by the department/agency.

Employees must be completely relieved of duties during meal periods; however, they may be required to remain on the premises. Non-exempt employees generally should not be permitted to take meal periods at their workstations, as employees should be free to relax during non-compensable periods. Non-exempt employees who perform any work during their meal period must report the time as hours worked.