


TOWN OF PRESCOTT VALLEY
POLICIES AND PROCEDURES

Subject:		File Under Section:
REST BREAKS / MEAL BREAKS		PERSONNEL
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September 23, 2002 Res. No. 1117, 8/22/2005		 Larry Tarkowski Town Manager
		Date: <u>5.50.15/S</u>

1.0 POLICY

1.1 It is the policy of the Town of Prescott Valley to offer periodic breaks in the work schedule for the benefit of its employees.

2.0 PURPOSE

2.1 The purpose of this policy is to establish uniform guidelines for taking rest breaks and meal breaks and to distinguish compensable work time from non-compensable work time.

3.0 APPLICABILITY

3.1 All Town of Prescott Valley employees.

4.0 REFERENCE

4.1 Personnel Policy 2-14, Work Hours

5.0 PROCEDURES

5.1 Rest Breaks

5.1.1 Full-time employees are permitted two (2) fifteen minute rest breaks during each shift at approximately the midway point of each half of the daily working schedules. Part-time employees who are scheduled to work more than four (4) hours per shift are permitted one (1) fifteen minute rest break during each shift.

- 5.1.2 Supervisors are responsible for scheduling the time for employee rest breaks taking into consideration the workload for that particular day and the nature of the job performed. Whenever necessary, the frequency and time of rest periods may be changed.
- 5.1.3 Time spent on rest breaks will be compensated as working time, and employees are not required to sign out and in on their time records. However, employees are expected to be punctual in starting and ending their breaks and will be subject to disciplinary action for tardiness.
- 5.1.4 Employees working outside of a fixed Town facility shall take their rest breaks in the immediate vicinity of the work site and at a time that shall not interfere with assigned duties as determined by their supervisor.
- 5.1.5 Employees assigned to work within Town facilities shall take their rest break on the premises of such facility in a designated non-work area, such as the lunchroom. Employees are not permitted to leave the Town facility during paid break periods.
- 5.1.6 Employees on rest breaks are not permitted to interfere with fellow employees who are continuing to work.
- 5.1.7 Rest breaks may not be accumulated, added to lunch periods, or taken at the beginning or end of the workday. Employees who continue to work during rest breaks are not entitled to leave before the normal quitting time and will not receive extra pay for the time worked.
- 5.1.8 Employees who leave designated work areas during rest breaks for reasons unrelated to their employment shall be responsible for their actions. The Town shall bear only that responsibility provided for by law.

5.2 Meal Breaks

- 5.2.1 Full-time employees are allowed a meal break near the middle of the workday. The break will be at least thirty (30) minutes and no more than sixty (60) minutes, depending on operating requirements. Part-time employees who are scheduled to work more than four (4) hours per shift are permitted a meal break in lieu of a rest break during each shift. Such breaks shall be of the same duration as full-time employees in their department.
- 5.2.2 Supervisors are responsible for balancing workloads and scheduling meal breaks taking into consideration the workload and the nature of the job performed. Whenever necessary, the duration and time of meal periods may be changed.
- 5.2.3 Non-exempt employees (other than sworn personnel) will not be compensated for their meal breaks unless they are required to work during their breaks. Non-exempt employees must accurately sign out and back in on their time record for all meal breaks.

- 5.2.4 Employees who leave the Town facility during their meal break must check out when leaving and check in when returning. Generally, employees may not leave early or extend meal breaks beyond their assigned period. Employees will be subject to discipline if tardy in returning from a meal break.
- 5.2.5 Employees on meal breaks are not permitted to interfere with other employees who are continuing to work. Non-exempt employees are not permitted to perform work of any kind during their unpaid meal break and therefore encouraged to take meal breaks away from their assigned work area.
- 5.3 The Town will make reasonable accommodations for rest breaks and meal breaks to otherwise qualified individuals to enable them to perform the essential functions of the job.