



**CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL**

<b>POLICY TITLE</b>	<b>Meal Periods and Breaks</b>
<b>INITIAL EFFECTIVE DATE</b>	<b>February 22, 2016</b>
<b>LAST REVISION DATE</b>	<b>Replaces <i>Section 13.2 (partially)</i> of the Personnel, Administration and Financial Policies and Procedures Manual approved on February 24, 2014.</b>
<b>POLICY NUMBER</b>	<b>10.02</b>

**OBJECTIVE** Every effort will be made to ensure that all employees receive a daily break. This policy outlines procedures for supervisors to manage employee meal periods and breaks.

**SCOPE** This policy applies to all employees of the City of Watauga.

**POLICY**

**A. Meal Periods for Full Time Employees**

Full-time employees (excluding most Police and Fire Department employees) are normally provided a one (1) hour, unpaid, meal break near the middle of the workday. Meal periods may be staggered by the Department Director in order to minimize departmental interruption.

Supervisors will provide employees with the starting and ending time for specific meal periods. Employees will be relieved from role accountabilities during unpaid meal breaks. Non-exempt employees must record the beginning and ending times of their meal break. Employees may not extend meal breaks beyond their assigned period.

**B. Break Times**

Full-time employees may, depending on individual departmental work schedules and at the discretion of their supervisor, take up to two (2) short, paid, work breaks each day. One break may be taken during the first part of the work day and the other may be taken during the latter part of the work day. An employee is allowed a rest break of fifteen (15) minutes for each four (4) hours of work.

Part-time employees may, depending on individual departmental work schedules and at the discretion of their supervisor, take one (1) short, paid, work break during the work day. The break may not exceed fifteen (15) minutes in length.

Break periods are considered a privilege and not a right. Break periods shall never interfere with the proper performance of the work responsibilities of each department.

### **C. Break Practices Not Permitted**

The following are not permitted:

1. Combining two daily breaks into one thirty (30) minute rest period.
2. "Banking" rest period time from day to day.
3. Saving rest period time to extend the lunch period or shorten the work shift.
4. Requesting overtime pay for work performed during a rest period.