

MEAL PERIODS AND REST BREAKS

REST BREAKS

Non-exempt employees who work a shift of at least 3 ½ hours will receive, and must take, a paid, 10-minute rest break approximately halfway through every four (4) hours of work or major fraction thereof. Rest breaks will be scheduled by your supervisor or manager.

MEAL PERIODS

You must clock out for every meal period and record the start and end of that break. Employees are not allowed to work “off the clock,” during that break. All work time must be accurately reported on your time record.

First Meal Period: Non-exempt employees will be provided an uninterrupted unpaid meal period of at least 30 minutes if they work more than five (5) hours in a workday. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. During your meal period, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period.

Your meal period will be provided no later than the end of your fifth hour of work. For example, if you begin work at 8:00 a.m., you must start your meal period by 12:59 p.m. (which is before the end of your fifth hour of work).

Second Meal Period: If you work more than ten (10) hours in a day, you will be provided a second uninterrupted and unpaid 30-minute meal period. This second meal period will be provided no later than the end of your tenth hour of work. For example, if you begin work at 8:00 a.m., you must start your second meal period by 5:59 p.m. (which is before the end of your tenth hour of work).

Other Paid Meal Periods: Non-exempt employees who are restricted to their job site due to the requirements of their work or the remoteness of the job location may be allowed a paid meal period. Eligibility for a paid meal period is determined by the Vice President of Human Resources. Employees eligible for paid meal periods are still required to take and record their meal periods, as described in this Handbook.

REPORTING TIME PAY

Employees that are sent home before the completion of their scheduled shift must be paid for at least half of the scheduled shift time but not less than two (2) hours and not more than four (4) hours. These non-worked hours are not counted towards overtime.

Exceptions to reporting time pay are:

- When safety issues are the cause of the business closure;
- When public utilities are the cause of the closure (failure to provide water, electricity, gas, sewer maintenance, etc.);