



## Human Resources Policies and Procedures

Policy Title: <b>Break Periods</b>	Policy Number: 2.8
Effective: October 1, 2007	
Supersedes: Break Periods Policy effective October 30, 2005; 1988 Rules and Regulations #12, p.8	
Approval: <i>Carl S. Abner</i>	Page 1 of 3

### 1.0 Scope

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Full-time          | <input checked="" type="checkbox"/> Salaried     |
| <input checked="" type="checkbox"/> Part-time          | <input checked="" type="checkbox"/> Union        |
| <input checked="" type="checkbox"/> Temporary/Contract | <input type="checkbox"/> Independent Contractors |

*Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.*

### 2.0 Purpose

To provide an opportunity for work relief.

### 3.0 Policy

- 3.1** Although not required by law, it is the policy of the City of Ann Arbor to provide break periods to employees whenever possible and based on several factors. Although break periods are not guaranteed, they may be provided subject to adequate staffing, for durations based on the number of hours worked in the current workday, and may be paid or not paid.
- 3.2** For the purpose of this policy, unless otherwise stated, "break period" includes both paid and unpaid lunch and other break periods.

#### DISCLAIMER

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#### **4.0 Responsibility**

The interpretation, administration and monitoring for compliance of this policy shall be the responsibility of Human Resources Services and management.

#### **5.0 Definitions**

- 5.1 Paid lunch break requires that the employee be available and accessible to continue working as needed.**
- 5.2 Available and accessible is defined by an employee being immediately available to be reached, to be given directions and to be set in motion to perform even if it interrupts or interferes with the lunch time.**

#### **6.0 Procedures**

Employees may be provided break periods according to the following guidelines:

- 6.1 Supervisor Scheduling of Break Period** - In order to maintain quality customer service standards, break periods may only be taken if there is adequate staffing to provide continuity of service. For this reason, break periods will be scheduled by supervisors whenever possible, although the scheduling may change at any time. Supervisors should accordingly strive to afford all employees the appropriate break period(s) as stated in this policy.
- 6.2 Allotment of break time** - Allotment of and compensation for break periods, based on the number of hours worked in the current workday, is generally as follows:

<b>Hours Worked</b>	<b>Break Allotment</b>
4 or less	No Break
More than 4 but less than 8	One (1) paid fifteen minute break
8, but less than 12	Two (2) paid fifteen minute breaks and one (1) unpaid lunch break
12 or more	Three (3) paid fifteen minute breaks and one (1) unpaid lunch break

- 6.3 Combining Break and Lunch Periods** - Combining break and lunch periods must be approved by the supervisor and may not be permitted where it disrupts the operation of the requesting employee's service unit.

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- 6.4 Skipping Break Periods** - Employees may not forego break periods, including lunch periods, in lieu of leaving work early or coming in late, unless approved by immediate supervisor.
- 6.5 Missed Paid Breaks** - Paid breaks are part of employees' scheduled compensation. Therefore, if a scheduled break is missed, no additional compensation will be provided. Similarly, employees may not work through unpaid break periods unless requested by or otherwise approved by management. Some employees working over forty (40) hours in a work week must be paid overtime pay for all hours worked in excess of forty (40) regardless of whether the extra time was worked voluntarily or at management's request.
- 6.6 Leaving City Premises** - Employees may leave the work location during unpaid lunch periods, although employees doing so must return punctually. Breaks and lunch periods taken in the building are to be spent in designated areas, not in public lobby areas or visiting other employees at their workstations. Any disruptions to normal business are not permitted.

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