



ADMINISTRATIVE ORDER No. 8-2010

TO: All Non-Exempt Employees

FROM: City Manager

RE: Rest Breaks

EFFECTIVE: Date of Signature

Rest breaks are not a guaranteed or established as an entitlement under Federal Statute, State Statute, the City Charter or the City Code. The following provisions shall apply to employee rest breaks when granted by the supervisor and observed by employees:

- Rest breaks need not occur at a reoccurring time of the day or at a specific site.
- Rest breaks may occur as the daily work load permits and when authorized by the immediate supervisor.
- Rest breaks are compensable periods of time which are twenty (20) minutes or less in duration or length.
- Rest breaks in excess of twenty (20) minutes shall be considered as leave time and subject to the provisions found in the City's Leave Policies.
- Employees are not fully relieved from duty during rest breaks and therefore should not leave the worksite or city premises, but be available to work if the need arises.
- Rest break time is not to be banked for and used as a substitute for leave time or for early departure from work on the day the rest break is unobserved.

David J. Salby

City Manager

11/5/2020

Date