



ADMINISTRATIVE ORDER No. 9-2010

TO: All Non-Exempt Employees

FROM: City Manager

RE: Meal Breaks or Meal Periods

EFFECTIVE: Date of Signature

Meal breaks for affected employees shall normally be one hour in duration, uncompensated, and with the employee relieved from duty, free to use the time as the employee sees fit.

Employees may be requested and required to work through a meal break as the daily work schedule and work deadlines may not allow for observation of a meal period at a predetermined or prescheduled time.

Supervisors may authorize working through a meal period and grant a substitute meal period at a later time during the work day (during the remaining work schedule or adjust the employee's daily schedule accordingly). Meal Breaks do not need to occur at a regular reoccurring time of day.

Donald J. Kelly
City Manager

11/5/2020
Date