

Campbell County Fire Department Policy

General Administration

Breaks From Work



900.502

PURPOSE:

The Fire Department provides rest and meal breaks during the course of each workday.

SCOPE:

This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

POLICY:

- A. Employees may receive a rest break of no longer than fifteen (15) minutes at approximately the middle of every four hours of work not broken by a meal period.
- B. The time for employee rest and meal breaks will be scheduled by each supervisor with regard for the workload and the nature of the job. The duration and time of break periods may be changed at the discretion of the supervisor.
- C. Time spent on rest breaks will be compensated as working time, and employees are not required to sign out and in on their time records.
- D. Employees who remain at work during rest breaks are not entitled to arrive later than their normal starting time or leave before their normal quitting time and will not receive extra pay for the time worked.
- E. Although there are some exceptions based on business need, workdays exceeding five hours in length will normally include an unpaid meal period to be scheduled in approximately the middle of the workday. Meal breaks will be either thirty (30) or sixty (60) minutes in length.
- F. Unpaid meal periods should be taken in non-working areas. Unless otherwise established by the Fire Department, employees are generally free to leave their work premises during meal periods.
- G. In the event employees are not entirely freed from duties for at least thirty (30) minutes during their unpaid meal breaks, the entire meal break will be counted and paid as working time. Any time an employee spends attending to job duties during meal period shall be considered working time. Non-exempt employees are normally required to sign/clock out and in on their time records for all unpaid meal breaks. Time on unpaid meal breaks will be rounded based on the total duration of the meal break.
- H. Employees are expected to be punctual in starting and ending their meal and rest breaks and will be subject to disciplinary action for tardiness.

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Revision Date: 3/24/10, 3/16/11

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Sam Saunders, Chairman

ORIGINAL SIGNED

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- I. Employees on rest or meal breaks may not interfere with other employees who are continuing to work.