

	POLICY AND/OR PROCEDURE REST BREAK POLICY	NUMBER HR 09-01
		EFFECTIVE February 9, 2009
		CANCELS HR
APPROVED  DIRECTOR OF HUMAN RESOURCES		DISTRIBUTION ALL EMPLOYEES (excluding Sworn Police and Uniform Fire Personnel)
APPROVED  CITY MANAGER		PAGE 1 OF 2

I. POLICY

It is the policy of the City of Riviera Beach to provide rest breaks during the course of each work day. Employees are allowed two (2) 15-minute rest breaks each day, one in the morning and one in the afternoon. This policy excludes Sworn Police Personnel and Uniform Fire Personnel who are governed by departmental policies.

II. PURPOSE

The City of Riviera Beach recognizes periodic rest breaks during working hours which are necessary for the mental and physical health of workers and can reduce accidents and mistakes caused by fatigue and boredom.

III. ELIGIBILITY

Nonexempt employees (those covered by the minimum wage and over-time requirements of the Fair Labor Standards Act) should receive, unless job conditions do not permit, a rest break of fifteen (15) minutes at approximately the middle of every four hours of work not interrupted by a meal period.

Exempt employees are not eligible for overtime, they have more flexible schedules and typically may take breaks as needed.

Work breaks for part-time employees should be granted at the discretion of the supervisor, but generally should not be more frequent than one break per four hour shift.

IV. PROCEDURE

Employees are allowed one fifteen (15) minute break during the first four (4) hours of work and another (1) fifteen (15) minute break during the second four (4) hours of work. Supervisors are responsible for scheduling the time for nonexempt employees' rest breaks and should consider the work load and the nature of the job performed. Whenever necessary, the frequency and time of rest periods may vary.

	POLICY AND/OR PROCEDURE	NUMBER HR 09-01
	SUBJECT	PAGE 2 OF 2
	REST BREAK POLICY	

IV. PROCEDURE (CONT.)

Time spent on rest breaks will be compensated as time worked and nonexempt employees are not required to sign in and out on their time cards. However, employees are expected to be punctual in starting and ending their breaks and may be disciplined for tardiness. Breaks are intended as rest periods and if not taken, cannot be added to another break or used to extend lunch periods, offset lateness or early departure from work, or shorten the work week.

Employees who choose to remain at work during rest breaks are not entitled to arrive later than the scheduled starting time or leave before the normal quitting time and will not receive extra pay for the time worked.

- **OFFICE PERSONNEL**

Rest breaks must not be taken at the employee's work area. Employees are not permitted to leave the City's premises during this period. Food is prohibited in the work area at all times and that include snacks. Employees on rest break may not interfere with other employees who are continuing to work.