

POLICY 98-3

DEPARTMENT COVERED: ALL UNIONIZED STAFF
PUBLIC WORKS AND WATER/SEWER

SUBJECT: COFFEE BREAKS

TYPE: INTERNAL

APPROVED: CHIEF ADMINISTRATIVE OFFICER

DATE: OCTOBER 08, 1998

EFFECTIVE: OCTOBER 13, 1998

THE PURPOSE OF THIS POLICY IS TO CLEARLY SET OUT RULES FOR COFFEE BREAKS. THE FOLLOWING RULES APPLY:

1. EMPLOYEES ARE ALLOWED TWO (2), FIFTEEN (15) MINUTE "COFFEE BREAKS", ONE IN THE MORNING AND ONE IN THE AFTERNOON. SHOULD THE EMPLOYEE BE REQUIRED TO WORK OVERTIME, AN ADDITIONAL FIFTEEN (15) MINUTE BREAK WILL BE ALLOWED FOR EACH TWO (2) HOURS WORKED, WITH THE EXCEPTION OF ANY BREAK PROVIDED FOR LUNCH, (eg. AN EMPLOYEE BEGINNING AN OVERTIME SHIFT AT 6:00 P.M. WOULD BE ALLOWED A BREAK AT APPROXIMATELY 8:00 P.M. AND AT 10:00 P.M. IF NO LUNCH BREAK IS PROVIDED AT 10:00 P.M.).
2. EMPLOYEES TO TAKE THEIR BREAKS AT 10:00 A.M. AND 3:00 P.M. OR AS CLOSE AS POSSIBLE TO THESE TIMES.
3. EMPLOYEES ARE TO TAKE THEIR BREAK ON THE JOB SITE AND UNDER NO CONDITIONS ARE TO PATRONIZE COMMERCIAL ESTABLISHMENTS.