

Title: Meal Periods & Rest Breaks  
Policy Number: 111  
Effective Date: July 1, 2009  
Revision Date:  
Authorized by: Board of Supervisors

Policy

It is the policy of Pottawattamie County to provide full-time employees a meal period and/or rest breaks during the course of each workday.

Comments:

- (1) Full-time employees are allowed two (2), fifteen (15) minute paid “rest breaks” during an eight (8) hour work day.
  - (a) Time spent on rest breaks will be compensated as working time. Employees are expected to be punctual in starting and ending their breaks and may be disciplined for tardiness.
  - (b) Employees who choose to work during rest breaks are not entitled to receive extra pay for the time worked.
  - (c) Rest breaks must be taken in the cafeteria, in the employee lounge, or in other designated non-work areas. Employees are not permitted to leave County property during fifteen (15) minute rest periods.
- (2) Full-time employees are allowed a thirty (30) minute unpaid “meal period” near the middle of the workday.
  - (a) Employees may combine their thirty (30) minute unpaid meal period and their two (2), fifteen (15) minute paid rest breaks and take a one (1) hour meal period with the approval of their Department Head.
  - (b) Part-time employees scheduled to work more than five consecutive hours during any workday will receive a thirty (30) minute unpaid meal period.
  - (c) Employees will not be compensated for their meal periods unless they are required to work through their meal period. It will be assumed that employees have taken their meal periods unless specifically stated otherwise on their time and attendance record.

- (d) Employees are allowed to leave County property during their meal period. Meal periods may also be taken in the cafeteria, in the employee lounge, or in other designated non-work areas. Non-exempt employees are not permitted to take their meal periods at their work station.
- (3) Supervisors are responsible for balancing work loads and scheduling rest breaks and meal periods and should take into consideration the work load and the nature of the job performed.
- (4) Employees on their meal period or rest breaks are not permitted to interfere with other employees who are continuing to work.
- (5) Meal periods and rest breaks can not be taken at the beginning or end of the workday for the purpose of arriving late or leaving work early. Employees are required to utilize appropriate paid or unpaid leave for this purpose.