

1. Hours of Work

a. Work Week and Hours of Work

~~Every reasonable effort will be made to grant employees an uninterrupted, unpaid lunch period of no less than one-half (1/2) hours and no more than one (1) hour during each work shift, which shall generally be scheduled in the middle of the work shift. Meal periods are subject to the City's right to assign duties of such nature that require immediate attention.~~

~~Each employee's work schedule shall provide for a fifteen (15) minute paid rest period every four (4) hours. The appropriate Department Head is responsible for determining when and where employees take breaks. Break time does not accrue; if unused, it is lost on a daily basis. Rest periods cannot be combined between four (4) hour periods.~~

Each employee's work schedule shall provide for a thirty (30) minute paid meal period during each work shift in excess of five (5) hours. This break shall generally be scheduled in the middle of the work shift. Due to the paid nature of this break, employees are expected to remain on City grounds and available to attend to duties during the entire meal period. This break is in lieu of two fifteen (15) minute rest breaks standardly offered. Break time does not accrue; if unused, it is lost on a daily basis. If an employee is to be unavailable or off-campus for any period, that time is not compensable and shall not be included in the employee's work hours.