

INTRODUCTION

It is the policy of the City of Taft to provide each employee with reasonable rest periods and an adequate meal period during those hours in which the employee is performing duties on behalf of the City.

To reduce confusion and misunderstanding concerning employees rest periods and meal periods, the City of Taft has established regulations concerning the scheduling and use of this time.

REST PERIODS

1. Each employee shall be granted a 15 minute rest period once during each four hour work period.
2. Rest periods shall be scheduled at the discretion of the employee's immediate supervisor in accordance with departmental work load.
3. Employee rest periods shall be taken in an approved area as designated by the City Manager or a designated representative.
4. Rest periods shall begin at the time an employee stops work and shall end 15 minutes thereafter.
5. Under normal circumstances, those employees performing "field" activities shall take rest periods at the job site or, in the alternative, at the nearest "fast food" restaurant. In no instance, however, shall an employee be permitted a rest period of more than 15 minutes duration as defined above.
6. Employees declining to take a rest period scheduled by their immediate supervisor shall not be entitled to compensation for the missed rest period.

MEAL PERIODS

1. Each employee shall be entitled to a meal period of not less than 30 minutes during each eight hour work period.
2. Meal periods shall be scheduled by the employee's immediate supervisor in accordance with departmental work requirements.
3. Employee meal periods taken at an employee's work site shall be taken in an approved area as designated by the City Manager or a designated representative.

4. Meal periods shall begin at the time an employee stops work and shall end either 30 or 60 minutes thereafter, depending on the length of the "standard" meal period in the department to which the employee is assigned.
5. Meal periods may be taken at the location of the employee's choice except as otherwise provided herein or by Memorandum of Agreement between the City of Taft and the recognized representative of specific employee groups, provided that no employee shall be permitted a meal period exceeding the "standard" meal period of the department to which the employee is assigned and provided that employees using City owned vehicles during the meal period conform to provisions of the City's Municipally Owned Vehicle Use Policy.