

SUBJECT		No. FA-606.00R1
<u>ATTENDANCE: LUNCH AND REST BREAKS</u>		Effective Date SEPTEMBER 11, 1995
Issue Date: 09-11-95	Revision Date:	Revision No:

1. PURPOSE

1.1 To insure that the Finance & Administration Department is in compliance with the City of Houston policy on Absence: Lunch and Rest Breaks, E.O 606.00, and to ensure uniformity in practice and procedure.

II. SCOPE

2.1 This policy applies to all Department of Finance & Administration employees and supersedes all former Finance & Administration Department policies, procedures and directives.

III. POLICY

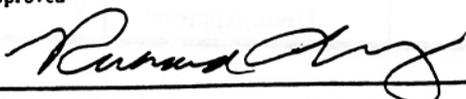
3.1 It is the policy of the City of Houston to improve employee morale and productivity by providing lunch breaks and rest breaks during the course of each workday.

3.2 Each full-time employee's work day shall include a lunch break of from thirty (30) to sixty (60) minutes near the middle of the workday, and each part-time employee shall be allowed a lunch break of the same duration before five consecutive hours are worked.

3.3 Employees will not be compensated during their lunch breaks. The duration and time of employee lunch breaks shall be determined by each supervisor with appropriate regard for the work load.

3.4 A rest break of fifteen (15) minutes at approximately the middle of every four hours of work not broken by a meal period maybe taken when operationally feasible. The time for employee rest breaks shall be determined and scheduled by each supervisor with appropriate regard for the work load.

3.5 Employees choosing to remain at their work station during rest breaks will not be entitled to additional pay or to leave before normal quitting time. Eating at the assigned work area shall be understood to be a lunch or rest break.

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- 3.6 Employees will adhere to whatever sign out/sign in policy for lunch and rest breaks which may be in effect within their section.
- 3.7 Where possible, lunch and rest breaks should be taken in non-work areas away from working employees such as cafeteria, employee lounge, or other similarly designated area. Employees should not visit other employees who are working during rest breaks.
- 3.8 Rest breaks cannot be used to make up absences. A scheduled lunch break may not be reduced below thirty (30) minutes for purposes of making up absence/tardiness.
- 3.9 A Manager or supervisor can alter or amend lunch or rest break schedules as necessary to ensure proper functioning of a division or section.
- 3.10 Employees should not abuse their break privileges by prolonging lunch and/or rest period beyond the number and time specified by this policy and as determined by the supervisor. Abuse of the lunch or rest break can be cause for disciplinary action.

IV. PROCEDURE

- 4.1 Employees who are leaving the work area for lunch or rest break shall inform the supervisor in a manner established by the section.

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