

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0620-05-40 LGL 05-11
TITLE: REST PERIODS AND MEAL PERIODS EFFECTIVE DATE: October 19, 1993 REVISION DATE: February 18, 2005	

1.0 GENERAL

1.1 All employees who are scheduled to work for eight (8) hours or more are entitled to a rest period of fifteen (15) minutes in the first four (4) hours and a rest period of fifteen (15) minutes in the second four (4) hours. Meal periods are ordinarily unpaid and usually are thirty (30) to sixty (60) minutes long. This policy provides information, including limitation, on the taking of those periods.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City non-uniformed employees.

3.0 REFERENCES:

WAC 296-126-092

4.0 DEFINITIONS

None

5.0 POLICY

- 5.1 It is the policy of the City that rest periods be used for the purposes of rejuvenation so that the employee is able to return to work after the rest period and work at peak capacity. Rest periods should not be taken during the last hour of the shift. Employees may not go to a private home during a rest period. Meal periods should be taken no later than five (5) hours after the start of the shift and may not be taken the first or last hour of the shift.
- 5.2 City vehicles may not be taken to restaurants unless the employee is performing field work or is traveling from one (1) work location to another and the restaurant is no more than five (5) minutes driving time out of his/her way. In no event may City vehicles be used to go to a private home for a meal or rest period.
- 5.3 Rest periods may be taken in a restaurant, a lunchroom, or other place that is not a private home; however, the rest period begins when the employee leaves the work site and ends when the employee returns to the work site.
- 5.4 A missed rest period shall not constitute the basis for overtime. Rest periods will not be allowed to be carried over into the next shift.
- 5.5 Employees shall not consume alcoholic beverages during the meal or rest period.

## 6.0 PROCEDURE

Not Applicable


## 7.0 RESPONSIBILITIES

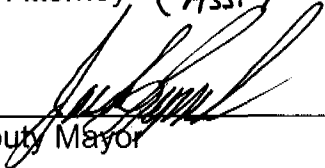
- 7.1 Supervisors are responsible for insuring that meal and rest periods do not exceed authorized times. Employees are responsible for complying with the provisions of this policy.
- 7.2 The Human Resources Department is responsible for administering this policy.

## 8.0 APPENDICES

None

APPROVED BY:

  
\_\_\_\_\_  
City Attorney (Asst)

  
\_\_\_\_\_  
Deputy Mayor

  
\_\_\_\_\_  
Director

2-03-05  
\_\_\_\_\_  
Date