

Department of Public Works and Engineering

Subject: LUNCH AND REST BREAKS	Departmental Policy 3-2
	Effective Date: Upon Approval

I. Purpose

To improve morale and productivity by providing lunch and rest breaks during the course of each workday for Department of Public Works and Engineering employees.

II. Scope

This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.


III. Policy

City of Houston Policy 606 dated February 14, 1985.

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

Employees will not be compensated during their lunch breaks and will adhere to whatever sign-out/sign-in policy may be in effect in assigned Division. The duration and time of employee lunch breaks will be determined by each supervisor with appropriate regard for the workload. In either case, the employee will be expected to work a full eight (8) hour day.

Each employee will receive a rest break of fifteen (15) minutes at approximately the middle of every four (4) hours of work not broken by a meal period. Time spent on rest breaks will be compensated, but employees should still follow the Department's/ Division's sign-out and sign-in policy where such policy is in effect. The time for employee rest breaks will be determined and scheduled by each supervisor with appropriate regard for the workload. Smoking breaks are to be considered the same as a rest break and subject to the same limitations as described above.

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Where possible, rest breaks should be taken in a cafeteria, an employee lounge, or other similarly designed non-work area. Employees should not visit fellow employees in other departments during rest breaks. Those employees choosing to remain at their work station during rest breaks will not be entitled to leave before normal quitting time. To avoid unnecessary work delays, employees are discouraged from leaving the immediate facility during a rest break.

Employees should not abuse their break privileges by prolonging lunch, taking numerous smoke breaks, or rest periods beyond the times specified by this policy or as determined by their supervisor.

The Department Director can alter and amend, lunch and rest break, schedules as necessary to ensure proper functioning of the Department, Division or areas therein.

IV. Compliance

All affected employees through the Department/Division Director will comply from policy date forward.

Policy exceptions and/or violations will be brought to the attention of the Director of Personnel for review and recommended course of action.

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