


# Grant County Personnel Policy

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APPROVED:  Cindy Carter, Chair, Board of County Commissioners	03-30-17 Date Signed
LAST REVISED: 06/30/2015	CONTACT: Human Resources

**709 – Meal and Rest Periods**

709.1 Grant County may allow non-exempt employees to take one (1) fifteen (15) minute break for each four (4) hours' of scheduled work. It is not always feasible for these breaks to be allowed. These breaks may not be taken at the beginning of the shift, at the end of the shift or just prior to or just after the meal period. These breaks may be taken at approximately the half (1/2) way point of each four (4) hour period of time. Breaks may be scheduled at the supervisor's discretion and based on the service needs of the office/department.

709.2 Non-exempt employees that are scheduled to work at least eight (8) hours per shift will receive either one (1) thirty (30) minute or one (1) sixty (60) minute, unpaid meal break each shift. The meal break should be taken approximately during the middle of the shift. An employee's supervisor may inform him/her of the meal break allotment and time, if applicable. Non-exempt employees that are scheduled to work more than five (5) hours, but less than eight (8) hours per day, will receive at least one (1) thirty (30) minute unpaid meal break each day.

709.3 Offices/departments may have varying procedures for rest breaks and meal periods. Should any question exist, employees should contact their supervisor for specifics.

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