



## **PERSONNEL POLICY**

### **SUBJECT: MEAL AND REST BREAKS**

DATE: January 1, 2017

Number: 106-16

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#### **I. Statement of the Policy**

It is the policy of Fulton County to comply with all laws regarding meal and rest breaks. Fulton County will provide break time as appropriate, subject to operational needs and supervisor discretion. This policy does not constitute a contract or agreement by Fulton County to provide such break time.

#### **II. Establishment and Implementation of Procedure**

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.



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#### **I. Duration of Meal/Rest Break**

Any rest breaks of short duration (lasting less than 20 minutes) will be counted as "hours worked" and paid accordingly. Meal breaks lasting 20 minutes or more are not considered "hours worked" for purposes of federal law and will not be paid for nonexempt employees.

Employees must be completely relieved from work duties during any unpaid meal break. If an employee is not completely relieved of all duties and/or is asked to return to work during an unpaid meal break, the employee must report the interrupted meal break to the employee's supervisor immediately.

#### **II. Accurate Recording of Break Time Required**

Nonexempt employees must accurately record the beginning and ending time of their meal breaks each day on their time records.

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".