

ADAMS COUNTY PUBLIC LIBRARY

SECTION 3.230 – BREAKS AND MEAL SCHEDULES (adopted 7/16/03; revised 11/14/2012)

There is no federal or state requirement for an employer to provide a **paid** rest or meal period. Furthermore, due to the unpredictable nature of public services, the library requires that employees be “on call” throughout their daily assigned schedule.

Therefore, the library permits employees to take “a casual break” or “a casual meal time” **with pay**, with the understanding that the break or meal time may be interrupted if the demand for public service requires their assistance. Casual breaks or meal times may be taken only after consultation with other team members on duty about the coordination of library services.

If an employee is scheduled for four hours or more, the employee may take a casual break not to exceed 15 minutes. If an employee is scheduled for seven hours or more, the employee may take one casual break not to exceed 15 minutes and a casual meal time not to exceed 30 minutes. Any time in excess of the allowed 15 or 30 minutes will not be counted as paid work time.

Casual breaks or meal times may not be taken at the beginning or end of an assigned schedule nor in conjunction with each other so as to extend the allowed break or meal time. Also, employees need to be aware that the following are considered break-type activities: extended social conversations with public or staff, personal business, phone calls, email, or Internet searches, etc. Participation in any of these activities shall be construed as casual break time.

Employees who have medical conditions that require modifications to this policy may file a doctor’s certificate with the executive director.