



Meals and Rest Period Policy

To: City of Cheyenne Employees
From: Darrin Hass, Director of Human Resources
Robin Lockman, City Treasurer
Date: September 12, 2019
Re: Meals and Rest Period Policy

Policy

The City of Cheyenne strongly encourages an uninterrupted, unpaid meal period for all employees working six or more hours in a shift. In addition, the city may provide designated rest periods for a standard (8) hour workday.

If meal and rest periods are to be taken on city property they must be taken in appropriate areas, such as staff lounge areas.

Automatic Deductions for Meal Periods: Some departments may have automatic employee meal deductions for non-exempt staff. There may be times, however, when non-exempt employees aren't able to take an unpaid meal period, or the unpaid meal period was interrupted by work demands. In those cases, non-exempt employees must be paid for all worked time.

Please consult the City of Cheyenne Employee Handbook for further information.

Procedure

A. Meal Periods

1. All non-exempt employees shall clock in and out for meal periods. There may be some departments who are authorized be set up with an auto-deduct meal periods. (Minimum of 30 minute meal period)
2. Meal period length is determined by the Director or department designee. Extended meal periods may be approved or required by the supervisor.
3. For the time to be considered an unpaid meal period, the employee must be relieved from regular work duties and must be able to leave the regular

workstation or area.

4. Employees will be considered available to be called during the unpaid meal period only in urgent responses or emergency call situations. This will be considered time worked. If an employee is interrupted during the unpaid meal period and is required to return to work, they must clock back in. The supervisor may then provide more time to the employee to take an uninterrupted unpaid meal period.

B. Rest Periods

1. All non-exempt employees working at least a four (4) hour shift may be entitled to one rest period of up to 15 minutes in duration.
2. Employees working an eight (8) hour shift may be entitled to two (2) rest periods of up to 15 minutes in duration with each rest period taken approximately every four hours.
3. The timing of the rest periods shall be scheduled at management's discretion.
4. Conditions, at times, may prevent employees from taking these rest periods. Rest periods not taken do not accumulate and may not be used to extend other breaks or meal periods, or to shorten the workday.