

Series: 400 – Time at Work & Time Away from Work	§ .403
	Effective Date: July 21, 2022
Title: Meals and Break Periods	Adoption/Revision Date: July 21, 2022
Custodian: Personnel Manager	Approving Body: Personnel Committee

1. Authority

- a. Wis. Stat. 59.02, 59.03, 59.51, 59.52, 101, 103, and 111
- b. Clark County Code of Ordinances, Section 2-48

2. References

- a. Adopting Resolution/Ordinance/Motion: XX-X-22
- b. Other Resolution/Ordinance/Motion: N/A

3. Purpose/Policy Overview

- a. To provide guidance for employees to take regular meal and break periods.
- b. Exempt employees are exempt from this policy.

4. Meal Periods

- a. Absent department head/supervisor approval, meal periods are required and shall be scheduled within the designated meal period.
- b. The designated meal period for all county departments should normally occur at/around the mid-point of an employee’s work schedule.
- c. The duration of meal periods are determined at the time the employee’s work schedule is set. A meal period is not considered hours worked and is not included in reporting the number of hours worked.
- d. Employees must cooperatively arrange meal periods so that service is not disrupted.
- e. Employees scheduled to work six (6) hours or less in a workday are exempt from the required meal periods.
- f. Employees may work through a meal period to make up lost work time or in order to leave work early with department head/supervisor approval.
- g. Meal periods are expected to be thirty (30) minutes in length.
- h. Meal periods will not be included in hours worked, except when the job requires that the employee remain on duty or is attending an off-site training that is at least six (6) hours in duration.

5. Break Periods

- a. Employees may leave their workstation for a break period of not more than fifteen (15) minutes duration during each half of an eight (8) hour workday except when the job requires that the employee remain on duty. A break period is considered hours worked.
- b. Employees shall not leave county property during a break period.
- c. Employees who miss a break period may not take an extended meal period, arrive at work later than the normal starting time, or leave work before the normal quitting time.
- d. Unused break periods cannot be accumulated for use at a later date.

6. Scheduling

- a. Department Heads or their designees are responsible for scheduling meal and break periods to ensure that adequate staff coverage is provided.