



CITY OF GRAND RAPIDS

ADMINISTRATIVE POLICY

NUMBER: 75-07	DATE: 8/27/75
REVISIONS:	
ISSUED BY: City Manager	SIGNER: <i>11/11/75 - 11/11/75</i>

SUBJECT: REST BREAKS AND LUNCH PERIODS

PURPOSE: To establish a uniform policy that may be applied in all outside operating departments and divisions.

POLICY:

A. REST PERIODS

1. The City recognizes the desirability of permitting its employees to have rest periods during the working day. Accordingly, Department and Division Heads are authorized to allow one fifteen minute rest period during the morning and afternoon of each day. The fifteen-minute period is intended to be the maximum time away from the performance of one's duty.
2. Department and Division heads are authorized to permit employees who operate motor vehicles to stop at a restaurant or coffee shop if said establishment is on a direct route to or from a job or work site. However, all attempts will be made by the Department or Division Heads to prevent City vehicles from congregating en masse, at the same place, for apparent rest breaks. This situation creates a strong negative response from the citizens and should be controlled.

B. LUNCH PERIODS

1. Lunch period is normally one-half or one hour depending upon the particular department schedule. The one-half hour or one hour period of time is intended to be the maximum time away from the performance of one's duty.
2. All lunch periods will be scheduled by the Department or Division Head and shall begin and end promptly at the job or work site. In the event a work crew leaves the job or work site during the lunch period, the job must be properly secured before their leaving.