

BREAKS POLICY

(REVISED 12/2017)

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This policy replaces the "Time Clock Policies and Breaks" dated July 7, 2014, in addition to any and all Memos related to this subject prior to 12/2017.

The City of Vicksburg (COV) allows employees two (2) fifteen (15) minute breaks during the work day.

The first break is at least two (2) hours after his/her scheduled work day begins, but before he/she takes his/her lunch break.

The second break is at least two (2) hours after he/she have returned from his/her scheduled lunch break. There is only one (1) fifteen (15) minute break that can be taken after the lunch break.

Any other break, outside of the two (2) listed above require the employee to punch the time clock.

Lunch breaks will not be combined with any other break.

Lunch breaks are not permitted for those employees that work a minimum of seven (7) hours of his/her scheduled eight (8) hour schedule. Employees are responsible for completing the proper Time Reporting Form to ensure he/she is not automatically deducted for his/her particular lunch break. If the Time Reporting Form is not turned in prior to payroll for that pay period, the one (1) hour deduction will not be cancelled.

Some employees are not required to punch the time clock for his/her lunch break. In this circumstance, it is the employee's responsibility to complete the Lunch Break Form and submit to his/her Supervisor on the last day of each week. It is the Supervisor's responsibility to submit the Lunch Break Form to the Human Resources Department at the end of each week by 4:30pm. (Timekeepers will add a note in Kronos for the missed punch).

It is not within this policy for an employee to punch in and leave before their first fifteen (15) minute break, for a non-work related reason, such as but not limited to the purchase of breakfast.

Breaks are not to be taken while sitting behind a desk, unless the employee is in an enclosed area, not visible to the public.

Department Heads/Supervisors shall submit a disciplinary action against an employee, within their department/supervision for violation of this policy. Department Heads/Supervisors are responsible for monitoring and enforcing this policy and will receive a written reprimand from his/her Division Head for willingly and intentionally not enforcing this policy upon *all* employees under their supervision.

Reference the 12/2017 Revised COV Attendance Policy and Guidelines.

Effective the _____ day of _____ 2018

George Flaggs, Jr. Mayor

Michael A. Mayfield, Sr., Alderman

Alex J. Monsour, Jr., Alderman