

# Utah County Human Resource Policy 2-1400: Work Schedules, Rest and Meal Periods

## Purpose

This policy defines the standards for work schedules, rest periods and meal periods. It is the intent of this policy and procedures to comply with the Fair Labor Standards Act (FLSA) and applicable Utah State laws, and to establish consistency and efficiency in operations.

## I. Policy

Employee Work Schedules. Employee work schedule expectations are based upon position classification and status. Department Head may make exceptions to work schedules in the case of an operational emergency. Meal periods and overtime shall be administered in compliance with the FLSA.

## II. Procedures

### A. Work Schedules

1. Employee work schedules shall be set by department supervisors. Schedules shall be based on County needs and provide adequate staff coverage during normal business hours of the department. The normal work schedule for full-time County employees is forty (40) productive hours per week. Public safety employees may be regularly scheduled for more than eighty (80) productive hours per pay period depending upon departmental need.
2. Typically, full-time employees will be scheduled to work eight (8) hours a day, five (5) days per work week, with an unpaid meal period. An employee may request, and the department head may authorize, a daily starting and quitting time that differs from usual department hours. Different work schedules (i.e. 4/10's) may be authorized by the department head and with advisement of the Office of Human Resource Management, if the schedule will provide benefit to the County by increasing work efficiency.

### B. Rest Periods

1. Paid rest breaks of not more than 15-minute duration, usually one (1) to be taken at least an hour prior to the meal period and one (1) to be taken at least an hour after the meal period, will be scheduled by departments for each County employee.
  - a. The purpose of granting rest periods is to relieve mental strain and fatigue, and therefore the following practices are not permitted:
    - i. Combining two daily breaks into one 30-minute rest period.

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- i. "Banking" rest period time from day to day.
- ii. Saving rest period time to extend lunch hours or shorten work days.
- iii. Requesting compensatory time off or pay for work performed during rest periods.

## C. Meal Periods

1. Meal periods are usually of one-hour duration and are unpaid. Each full-time employee must have a scheduled meal period of at least one-half hour, unless the meal period is compensable in accordance with the Fair Labor Standards Act, as amended.
  - a. Lunch hours may be staggered if the department must continue uninterrupted public service.
  - b. Employees may or may not be permitted to eat at their workplace depending on the nature of the job and the department policy.
  - c. Work shall not be performed during unpaid meal periods. Requesting compensatory time off or pay for work performed during unpaid meal periods is not authorized

## II. References

<https://www.dol.gov/whd/flsa/>