

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 105-10

Eff. 2/21/12

REST AND MEAL PERIODS

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Each workday, full-time nonexempt employees are provided with two 15-minute rest periods one in the morning and one in the afternoon. Supervisors will advise employees of the regular rest period schedule. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their work stations beyond the allotted rest period time.

All full-time employees are required to take a meal period of not less than 30 minutes each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees not relieved of all active responsibilities and restrictions during meal periods will be compensated for that time.