

REST BREAKS

It is the policy of the City of Camden to provide each employee with a fifteen (15) minute rest break for each half-day period of work. Unused break times will not be credited or accumulated. Breaks are not to be used with lunch breaks, and are to be separate, unconnected periods. Breaks are not to be taken at the beginning of a workday to avoid lateness or at the end of the day for early departure. Break cannot be split up, i.e., three 5-minute breaks, etc., but are to be used as a whole time frame, twice a day.

Procedure:

The supervisor, or designate, will coordinate one 15-minute break in each half of a scheduled shift.

The break schedule will be communicated to the appropriate employees.

Breaks may be taken as scheduled providing service is maintained by the service area.

Part-time employees would be allowed breaks in proportion to their hours and schedule.