Policy 3003

From Human Resources

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PERSONNEL POLICY MANUAL
MoDOT Personnel Policy Title: Rest Breaks **Policy Number**: 3003 **Chapter Title**: Working Hours **Effective Date**: July 1, 2004 **Supersedes Policy Number** 3003 **Dated** January 1, 2002
Approved By: Micki Knudsen, Human Resources Director (Signature on file)

POLICY STATEMENT

The department will allow employees rest breaks as described in this policy, which will give them a chance to renew their energy and remain both alert and efficient while performing their jobs.

PROVISIONS / REQUIREMENTS

1. The department will allow two 15-minute breaks in a full workday (i.e., normally eight hours). Breaks should normally be taken approximately halfway through each four-hour work period; however, operating conditions may require supervisors to adjust when breaks are taken or temporarily suspend breaks. Breaks are not required by law and are not guaranteed.

2. Employees scheduled to work overtime will be allowed an additional five minutes of break time for each additional hour of overtime.

3. It is the responsibility of each employee to respect rest breaks as approved by their supervisor. It is each supervisor's responsibility to communicate changes in break schedules and any necessary restrictions.

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