

Take a Break Every Two Hours!

Meal Break Policy

- All nonexempt (hourly) employees receive an unpaid, uninterrupted meal break of at least 30 minutes when working over 5 hours. You are not under the company's control in any way during your meal break.
- Do not perform any work during your meal break.
- Non-construction crew employees only: you must clock out for your meal break before the end of your 5th hour of work (*i.e.* on or by 4 hours and 59 minutes after beginning work), and you must clock back in when you start to work again.
- Construction crew employees only: there is a total work stoppage during meal breaks. You are not required to clock in or out for meal breaks.
- *When working over 10 hours,* a second meal break is provided before the end of your 10th hour of work (*i.e.* on or by 9 hours and 59 minutes of work).
- Your first meal break may be waived in writing if you work 6 hours or less. Your second meal break may be waived in writing if you took your first meal break and you worked 12 hours or less.
- *When working over 15 hours,* a third meal break is provided before the end of your 15th hour of work (*i.e.* on or by 14 hours and 59 minutes of work).
- Nonexempt employees who work 5 hours or less in a day are not eligible to take a meal break.

Rest Break Policy

- All nonexempt (hourly) employees receive 10 minutes of paid rest time for every four (4) hours of work or major fraction thereof. You are not under the company's control in any way during your rest break.
- Do not perform any work during your rest break.
- Rest breaks should be taken in the middle of each four-hour work period, when possible.
- Do not clock out for rest breaks.
- Rest breaks may not be combined, added to a meal break, or taken at the very beginning or very end of a shift.
- Nonexempt employees who work less than 3.5 hours in a day are not eligible to take a rest break.

If you miss or take a late or short meal or rest break for any reason, please notify your supervisor or HR immediately so that we can ensure you are compensated properly.

Note: Some employees have voluntary, written meal break waivers in place, which will be honored unless the employee informs us that he or she no longer wants the waiver.

Performing any work during meal or rest breaks without your supervisor's knowledge will lead to disciplinary action. If such work is performed, you must record it on the time clock so you are compensated properly.