



# Breaks & Lunches

Last modified MARCH 27 2024

The Rowan County Public Library (“the Library”) defines and tracks employee breaks and lunches as follows, pursuant to state and federal law(s):

## 15-MINUTE PAID BREAKS

- Staff must clock in and out using the provided time clock system for any paid break.
- Employees are not required to leave Library facilities or premises, or to go to the designated break area during a break.
- Any task unrelated to paid Library work, including personal library activities, may be considered a break by a staff member, including but not limited to checking personal email or other messages, having a snack, conducting personal research, searching for a book for personal use, and/or making a personal phone call.
- Staff must not perform any task that would be considered paid or official Library work during a break, nor are they obligated to offer and/or execute any Library services.
- All employees who are hourly, non-exempt, and working more than four (4) but fewer than five (5) hours in a single workday are entitled to one (1) paid 15-minute break.
- All staff who are hourly, non-exempt, and working more than five (5) hours in a single workday are entitled to two (2) paid 15-minute breaks.
- Breaks may not be combined, used to arrive late or leave early with regard to assigned shifts, or to extend a lunch period.

## 30-MINUTE UNPAID LUNCH PERIODS

- Employees must clock in and out using the provided time clock system for any unpaid lunch period.
- Staff are not required to leave Library facilities or premises, or to go to the designated break area during a lunch period.



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- Employees must not perform any task that would be considered paid or official Library work during a lunch period, nor are they obligated to offer and/or execute any Library services.
- All staff who are hourly, non-exempt, and working more than five (5) hours in a single workday must take one (1) 30-minute unpaid lunch period.
  - A lunch period may be taken at any time between the third and fifth hours of work.
- A lunch period may not be used to arrive late or leave early with regard to assigned shifts, or to extend a break.
- Employees may, at their supervisor's discretion, take up to one (1) hour for any unpaid lunch period pending approval by the Executive Director. Any such extended lunch period must be documented on the staff member's time card and schedule.

## **POSSIBLE DISCIPLINARY ACTIONS**

Failure by an employee to take an unpaid lunch period between the third and fifth hours of their scheduled shift for the workday may result in a coaching. Further infractions shall follow the procedures described in the Library's most current performance improvement policy.