

Breaks

It is the policy of the Library to provide rest breaks during the course of each workday.

1. An employee lounge is provided for staff use during rest and meal breaks. All employees are requested to do their part in keeping the area clean and in good order.
2. Employees should receive, unless job conditions do not permit, a rest break of fifteen minutes at approximately the middle of every four hours of work not interrupted by a meal period.
3. Supervisors are responsible for scheduling the time for employee rest breaks and should take into consideration the workload and the nature of the job performed. Whenever necessary, the frequency and time of rest periods may be changed.
4. Time spent on rest breaks will be compensated as working time, and employees are not required to sign in and out on their time cards. However, employees are expected to be punctual in starting and ending their breaks and will be subject or disciplinary action for tardiness.
5. Employees who choose to remain at work during rest breaks are not entitled to leave before the normal quitting time and will not receive extra pay for the time worked.
6. Rest breaks must be taken in the employee lounge or other designated area. Employees are not permitted to leave the Library's premises during this period. No food or beverages are permitted in the work area during rest breaks.
7. Employees on rest breaks are not permitted to interfere with fellow employees who are continuing to work.
8. Employees are entitled to meal breaks in accordance with the NYS labor law in accordance with Section 162 of NYS labor law.

Adopted by the Board of Trustees: January 1997

Amended: June 2010

Amended: December 2012

Amended: April 2015

Amended: October 2020