Rest Periods (i.e., Coffee Breaks)

Summary/Purpose: Regulations for rest periods (coffee breaks) are given.

All administrative and clerical employees may be allowed rest periods (coffee breaks) of not more than twenty minutes each half day at times to be arranged within the workday by the department head. These rest periods are a privilege and not a right and must not be abused. Sufficient personnel should be on duty at all times to carry on the normal functions of the department.