



Meals and Breaks Policy

Policy Number: 059
Supersedes Policy #004 HR


Approved: 03/22/2017

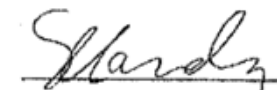
Effective: 03/22/2017 - 03/01/2027

Authorized by: Board of Trustees

Review Date: 12/06/2026

- 1) **Purpose:**
To provide direction regarding meals and breaks.
- 2) **Scope:**
This applies to all employees of Timberland Regional Library (TRL).
- 3) **Background:** None.
- 4) **Definitions:** None.
- 5) **Policy:**
 - A. Employees shall be allowed an uninterrupted, unpaid meal period of at least thirty (30) minutes to commence not less than two (2) hours or more than five (5) hours after the beginning of a shift. Employees shall not be required to work more than five (5) consecutive hours without a meal period.
 - B. Employees shall be allowed a paid rest period of fifteen (15) minutes for each four (4) hours of working time. Rest periods shall be scheduled as near as possible to the mid-point of the work period. No employee shall be required to work more than three (3) hours without a rest period.
 - C. Rest and meal periods shall not be waived or combined to shorten a shift or lengthen a meal period.
- 6) **References:**
 - A. None.
- 7) **Citations:**
 - A. WAC 296-126-092.

 3/22/2017
Cheryl Heywood, Executive Director

 3/22/2017
Stephen Hardy, President

By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.