

**POLICY DIRECTIVE**

Tom Tinlin, Chief of Operations & Maint.

Applicability

**INCIDENT OPERATIONS BREAK POLICY**

The purpose of this policy is to establish a uniform procedure for employee breaks from work during storms and other emergency situations to be followed within the districts in order to facilitate effective and efficient storm and emergency responses and to protect and preserve the safety of the workforce and the public.

In the event of storms, emergencies and other incidents that are expected to last longer than eighteen (18) hours, Supervisors shall direct employees to take a two hour break from work with pay after working at least eight (8) hours but less than sixteen (16) hours. The breaks shall be staggered so as to allow the Supervisors to arrange for coverage for the employee on break. Employees shall be paid for the break periods provided they return to work after the break. At the discretion of the supervisor, longer breaks may be granted but only the first two hours of the break shall be paid. All paid break time shall be treated as if it was time worked.

Although it is the intent of the department by this policy that no employee should work more than twenty-two (22) hours during a twenty-four (24) hour period, the uncertainty of the weather, or the unanticipated magnitude of any storm or emergency may require the District Highway Director to alter or suspend the provisions of this policy.

If due to operational needs a break period cannot be given there will be no additional compensation for the missed break.

