



**CITY OF BOWLING GREEN  
ADMINISTRATIVE INSTRUCTION NO. 25**

**EMPLOYEE BREAKS**

These Administrative Instructions set forth policy pertaining to the taking of breaks by employees during their workday.

**INSTRUCTIONS**

The purpose of taking a break from the duties required of an employee is to diminish fatigue and thereby promote a safer work environment. Therefore, during normal work conditions, all employees are allowed one 15-minute break during the first four hours of work and another 15-minute break during the second four hours. These breaks shall be part of the normal shift time and shall be in a paid status.

City employees should recognize that their work habits may be scrutinized by the citizens and in light of this, good judgment must be followed when selecting the time and place of breaks. The following regulations are provided to diminish the citizens' misunderstanding of the purpose of employee breaks. This is not an inclusive list and common sense by the employees and supervisors must always be used:

1. Actual times of breaks shall be at the election of the appropriate supervisor, except that at no time will breaks be taken at the beginning of the work shift, immediately before the end of the work shift, be used to extend lunch periods, or be taken in conjunction with the second authorized break;
2. Breaks begin upon the ceasing of work duties and end after 15 minutes have elapsed. Any time traveling from the work site to another location and back to the work site shall be included in the 15 minutes.
3. Activities such as card playing, baseball, ping pong, or other similar ventures which could be misinterpreted by the public as misuse of paid work hours shall not be permitted during the normal workday.

During inclement weather that endangers the health of employees exposed to the harsh climactic conditions, more frequent breaks may be necessary. Supervisors will use sound judgment in deciding how often employees will be permitted to take breaks so that they may warm themselves and to change into dry clothing. During such special conditions, employee safety shall be the primary concern.

  
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John B. Quinn, Mayor

  
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Date