

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 12.06
		Issue Date: April 26, 2007
		Revision Date: September 5, 2008; March 5, 2010; November 27, 2018
CHAPTER: Corrections		Related Policy:
SUBJECT: Breaks and Lunches		Related Laws:

POLICY: All Sheriff's Office non-exempt employees shall comply with FLSA, Oregon State Law and applicable union contracts by taking lunch and break periods away from required work areas.

RULE:

1. Corrections staff shall be permitted two 15-minute breaks and 30-minute lunch period for each eight hour shift worked.
 - a. "Travel time" to and from the closest official break area to the assigned duty post does not count against the break period. Likewise, travel time to and from the jail staff dining area does not count against the 30-minute lunch period. Travel time assumes the most direct route of travel.
 - b. In the event that staff are not able to take their break, they will notify their on-duty supervisor immediately or as soon as practical. Notification is not optional.
 - c. If staff do not take their authorized lunch and break periods, and the missed breaks have not been reported to and approved by the supervisor, the employee will be compensated for the missed break(s), and will be subject to disciplinary action for failure to report the missed breaks.
 - d. In the event that an on-duty situation arises that causes a staff member's lunch period to be interrupted, the affected staff member shall notify their on-duty supervisor immediately. The supervisor will make reasonable accommodations to relieve the affected staff member.
 - e. When Corrections staff members are on their authorized lunch or break period, they are not to respond to Code 3 calls in the facility unless they are directed to respond.

Exception: If the employee is on lunch or break and witnesses an emergency situation which leads or would lead to a Code 3 call, they will respond to the emergency. Notification to their supervisor will occur once the emergency situation has been cleared.

2. Staff shall take their allotted breaks away from required work areas in either the second floor staff dining room, an authorized break room, or outside of the facility.

- a. Staff are not authorized to take their breaks on other posts or in any work area.
 - b. If staff wish to leave the facility for their break periods, they may do so after they gain approval from the appropriate shift supervisor.
 - c. The shift supervisor should grant requests to leave the facility, if reasonable, based on current staffing and activity levels.
 - d. If the shift supervisor is unable to accommodate break period(s) within the shift, the affected employee shall be compensated as appropriate based on FLSA, State Law and applicable contract.
3. Failure to comply with any of the provisions in this policy will result in discipline.

PROCEDURE: None.