



**NOTICE**

THE BOARD APPROVED THE FOLLOWING OFFICE OF THE ENGINEER PERSONNEL POLICIES FOR A SECOND 15-DAY PUBLIC COMMENT PERIOD ON JUNE 24, 2025. THESE POLICIES INCLUDE:

- Policy Set 3: OE Employment
  - Section 3.15 Breaks

### **3.15 Breaks**

Paid Breaks: For each day at work, full-time employees have two 15-minute paid breaks, one of which may be taken in the morning and one of which may be taken in the afternoon. Employees are compensated for paid breaks at the employee's base rate.

Unpaid Breaks: For each day of work, employees are allowed one unpaid lunch break for a minimum of 30 minutes and up to 60 minutes for a midday meal. The break may be extended if the employee does not have conflicting scheduled work and communicates the extension to the employee's immediate supervisor. Taking an unpaid lunch break is not mandatory.

[Language regarding Physical Fitness Breaks was deleted by Board on 6-24-2025]