

# CITY OF RICHLAND CENTER

## AGENDA ITEM DATA SHEET

---

**Agenda Item:** Personnel Handbook Amendment – Lunch and Breaks

**Meeting Date:** Personnel Committee on July 21, 2025

**Requested by:** Ashley Oliphant, City Administrator

**Background:** Policy 203 Lunch and Breaks states the following:

Each full-time or part-time employee working an eight (8) hour shift shall be entitled to an unpaid lunch break of one (1) hour maximum, approximately midway through the employee's work shift. The lunch hour must be a minimum of thirty (30) minutes. Lunch breaks shall be scheduled by each department.

Each full-time or part-time employee shall a paid fifteen (15) minute break for every four (4) hours worked. Break times shall be determined and enforced by each department.

This request seeks to set the standard lunch break to 30 minutes and add language to expressly state department heads determine break times and locations. Changes are shown in blue font.

Each full-time or part-time employee working an eight (8) hour or greater shift shall be entitled to an unpaid lunch break of 30 minutes, approximately midway through the employee's work shift. Department heads shall determine when lunch breaks will be observed.

All full-time and part-time employees are entitled to a 15-minute paid break for every four (4) hours worked. Department heads shall determine the timing of these breaks and designating the on-site location(s) where breaks must be taken. Employees must adhere to the assigned schedule and location to ensure operational efficiency and compliance with this policy.

**Financial Impact:** None

**Funding Source:** N/A

**Requested Action:** Amend the Handbook adjusting the standard length of lunch breaks and adding greater specificity regarding break times.

**PERESONNEL:** Motion to amend Policy 203 Lunch and Breaks of the Personnel Handbook as presented.