

Meal Breaks and Personal Device Use Policy

Purpose

To provide directions regarding meals and breaks.

Scope

This applies to all employees of Timberland Regional Library (TRL).

Policy

Employees shall be allowed an uninterrupted, unpaid meal period of at least thirty (30) minutes to commence not less than two (2) hours or more than five (5) hours after the beginning of a shift. Employees shall not be required to work more than five (5) consecutive hours without a meal period.

Employees shall be allowed a paid rest period of fifteen (15) minutes for each four (4) hours of working time. Rest periods shall be scheduled as near as possible to the midpoint of the work period. No employee shall be required to work more than three (3) hours without a rest period.

Except in urgent situations, phones/personal devices for personal use (phone calls, texting, etc.) should only occur during meal periods and rest breaks, and not during paid work time.

Rest and meal periods shall not be waived or combined to shorten a shift or lengthen a meal period.

Citations

WAC 296-126-092

Effective 6/25/2025

Review Date 6/1/2026

Policy Number: 059

By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.