



2.6. Breaks and Meal Periods. Employee are required to take breaks and meal periods in keeping with Washington State Employment Standards:

2.6.1. Employees working at least 4 hours in a single workday are required to take one paid 10-minute break no later than 3 hours into their shift.

2.6.2. Employees working at least 8 hours in a single workday are permitted two paid 10-minute breaks, the last break should be taken approximately 1 hour prior to the end of their shift.

2.6.3. Employees working in excess of five (5) hours in a single workday must take a meal break that shall last no less than 30 minutes. If they are not available to work during that period, they must clock out for the full 30 minutes. If they are available to return to duty (to answer a phone call or address other immediate needs) then they may stay clocked in during the meal break. Meal breaks must be taken no less than two hours and no more than five hours from the beginning of the shift. Meal periods are scheduled in coordination with the shift supervisor and other staff on duty.

2.6.4. Any employee who works more than ten (10) hours in a day is required to take a second thirty-minute (30) unpaid meal period around the middle of the second five (5) hour period. If they are not available to work during that period, they must clock out for the full 30 minutes. If they are available to return to duty (to answer a phone call or address other immediate needs) then they may stay clocked-in during the meal break.

2.6.5. To the extent practical, supervisors should schedule breaks or meal periods as near as possible to the midpoint of the shift, as long as the rest period does not interfere with District business or service to the public.

2.6.6. Employees are responsible for coordinating their breaks with the shift supervisor and the others on duty. In keeping with state employment standards, employees are not permitted to skip breaks and meal periods. If a supervisor prohibits you from receiving a break as requested and required, please inform the Aquatics Manager or District General Manager immediately.

