

APPROVED

RESOLUTION 2023 - 3

EMPLOYEE WORK HOURS

A RESOLUTION OF THE CITY OF STANLEY, IDAHO, ESTABLISHING POLICY FOR EMPLOYEE WORK HOURS

WHEREAS, In order to promote the efficient operation of the City of Stanley, and to accommodate the needs of the public, the following policy will be included in the City of Stanley personnel manual.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STANLEY, Custer County, Idaho, that:

- Employee work days and hours will be set by the Mayor. Employees may request schedule changes, which are subject to approval by the Mayor.
- Employees working full 8-hour days are entitled to the following:
 - One 15 minute break at approximately 10 am
 - One 30 minute lunch break at approximately 12 noon
 - One 15 minute break at approximately 3 pm.
- Breaks are not required to be taken, however breaks taken in accordance with this policy count as work time. Morning breaks are to be taken only by employees scheduled to start work at or before 9 am and afternoon breaks are to be taken only by employees scheduled to work until 5pm. Breaks must be taken as close as possible to the times listed in order to provide the intended relief between lengthy periods of intensive work. Breaks not taken will be forfeited. Breaks cannot be banked, taken as a block or added to the beginning or ending of a work day, and breaks taken at inappropriate times will not count as work time.
- Lunch breaks are not required to be taken, but if taken these breaks do not count as work time. Employees cannot eat lunch, either at their desk or off-site, without taking a break because that would count as work time. Work may not be performed while employee eats lunch. Lunch breaks must be taken around the noon hours. As with general breaks, lunch breaks cannot be banked for use at other times.
- Breaks for employees working a flexible-hour schedule will be determined by the Mayor.
- Any changes or exceptions to these policies must be approved by the Mayor. All breaks and lunch breaks are to be noted on the employee's time sheet.

Authorized by the City Council the 13th day of April 2023 and signed in open session in authentication of its adoption.

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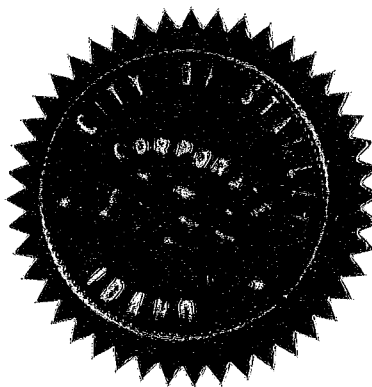
Laura Gardner
City Council President

The Mayor Concurring:

Steve Botti
The Honorable Mayor, Steve Botti

ATTEST:

[Signature]
City Clerk



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