

TOWN OF ELLINGTON

Policies & Procedures (Interim)

Rest Break Policy

**Effective for the Town of Ellington Town Hall Union Employees
AFSCME, AFL-CIO Local 1303-473 of Council 4
Per contract ratified on August 12, 2024**

It is the policy of the Town of Ellington to comply with the 2024-2027 Town Hall Union Contract regarding the addition of a daily rest break as provided in Article 7.3 of such contract.

15 Minute Break:

All Town Hall Union bargaining unit employees are permitted a 15-minute paid rest break per day provided such break does not interfere with the operations of their unit. Such break shall not be unreasonably denied.

Breaks are not permitted at either the beginning or end of the workday to offset arrival and departure times. As a general rule, in an 8.25-hour shift, one 15-minute break should take place in the middle of the first work period before the meal break, or in the middle of the second work period after the meal break. Rest breaks may not be combined with meal periods and may not be used to shorten the workday.

Employees who voluntarily work through their rest breaks will not be paid additional compensation and daily unused break time does not carry over or accumulate.

Enforcement

Managers are responsible for the scheduling of meal and rest periods.