


<p style="text-align: center;">TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Breaks and Rest Periods
	Policy Reference No:	8-3
	Release Date:	16-December-2020
	Approved By:	Matthew Cavallo, Township Manager
	Authority:	§ 36-1 (C)
	Revision History:	None
	No. of Pages:	1
	Applicability:	All Employees

Non-Unionized, full-time, employees shall be permitted an unpaid lunch of one (1) hour. Lunch periods shall be staggered so that operations are not impacted. All employees are entitled to a fifteen (15) minute period break in the morning and a fifteen (15) minute break in the afternoon. Employees should coordinate breaks with their Supervisor so that offices continue to function.

Due to lack of office coverage, an employee may be required to work through their lunch period on an as-needed basis. Work during the lunch period shall be assigned by the Supervisor and shall be approved by the Township Manager as such additional time may require the employee to be compensated in Overtime based on the employees FLSA classification. Non-Exempt employees may not work through their lunch without prior approval of their supervisor and the Township Manager.

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Revision No.	Revision Date	Nature of Revision	Approved By