



## Personnel Policies

### CITY OF WESLACO, TEXAS

#### REST AND MEAL PERIODS

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<b>Amended:</b>	02/24/2009
	08/07/2018
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A paid rest period not to exceed fifteen (15) minutes will normally be provided, whenever possible, in both the first half and the second half of the day. Department Heads or their designees will determine the timing of rest periods consistent with departmental needs and to assure efficient service to the public. There is no pay in lieu of rest periods not permitted or not taken.

Employees will normally be given an unpaid meal period of a half-hour or an hour each day, as determined by the Department Head or designee. Non-exempt employees may not skip or shorten designated meal periods or perform work for the City during the meal period, without the express permission of their immediate supervisor. Whenever possible, employees should spend their meal periods away from their workstations or work areas.