***TOQUERVILLE CITY***

***RESOLUTION 2021.XX***

**A RESOLUTION AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL FOR TOQUERVILLE CITY, SECTION XIII EMPLOYMENT CLASSIFICATIONS/COMPENSATIONS, #8. BREAKS AND LUNCH PERIODS.**

WHEREAS, Toquerville City adopted by resolution a Personnel Policies and Procedures Manual on December 13, 2007.

WHEREAS, The Personnel Policies and Procedures Manual is intended to be a working document to be reviewed regularly by those appointed by the Mayor and/or when the City Council sees the need of updating it to reflect City and State laws and modifications of City practices and procedures for conducting business; and

THEREFORE BE IT RESOLVED, that the Toquerville City Council shall adopt the following amendments to the PERSONNEL POLICIES AND PROCEDURES MANUAL for TOQUERVILLE CITY.

SECTION XIII: EMPLOYMENT CLASSIFICATIONS/COMPENSATION

8. BREAKS AND LUNCH PERIODS.

A. Full-time:

(1) Breaks: Two (2) optional fifteen (15) minute paid breaks or one thirty (30) minute paid break during a standard workday. ~~Breaks cannot be used to extend the lunch period or shorten an employee’s work hours.~~

(2) Lunch: ~~One half (1/2) hour to~~ one (1) hour unpaid lunch period during a standard eight (8) hour workday.

B. Part-time: As directed by the Mayor, or designee.

C. Employee breaks and lunch periods will be taken at the discretion of the Mayor, or their supervisor, to ensure continuity in the flow of work.

D. If employees choose to work through their paid breaks, it is their decision to do so and no extra compensation will be given for the extra time worked.

E. Employees engaged in public safety activities, such as Police and Fire Departments: As directed by the Mayor, or designee.

ADOPTED by the City Council of Toquerville City, Utah this \_\_\_\_\_\_ day of January 2021 ON THE FOLLOWING VOTE:

Councilman:

Justin Sip Aye \_\_\_\_\_\_ Nay \_\_\_\_\_\_ Abstain/Absent \_\_\_\_\_\_

Keen Ellsworth Aye \_\_\_\_\_\_ Nay \_\_\_\_\_\_ Abstain/Absent \_\_\_\_\_\_

Ty Bringhurst Aye \_\_\_\_\_\_ Nay \_\_\_\_\_\_ Abstain/Absent \_\_\_\_\_\_

Gary Chaves Aye \_\_\_\_\_\_ Nay \_\_\_\_\_\_ Abstain/Absent \_\_\_\_\_\_

John ‘Chuck’ Williams Aye \_\_\_\_\_\_ Nay \_\_\_\_\_\_ Abstain/Absent \_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lynn Chamberlain, Mayor

Attest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ruth Evans, City Recorder