



RESOLUTION #2022-05

**A RESOLUTION AMENDING SECTION 9.2 BREAKS OF THE PERSONNEL POLICY MANUAL, RESOLUTION #2021-18 PERSONNEL POLICY MANUAL ADOPTED NOVEMBER 10, 2020.**

WHEREAS, the Board of County Commissioners of Union County desires to implement a system of personnel management to encourage a quality work environment that will promote quality service to the people of Union County; and

WHEREAS, the Board of County Commissioners adopted the Personnel Policy Manual on November 10, 2020 with Resolution #2021-18; and

WHEREAS, Section 9.2 of the Personnel Policy Manual sets forth the County's policy for employee breaks; and

WHEREAS, the County has reevaluated this section and determined the following changes be made to Section 9.2 Breaks.

**NOW, THEREFORE, BE IT RESOLVED THAT**, based on the foregoing Recitals, the Board of County Commissioners of Union County resolves that:

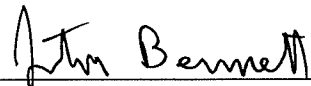
Amendment: Section 9.2 of the Personnel Policy Manual shall be amended to read:

**9.2 BREAKS** Lunch breaks are without pay (with the exception of commissioned Sheriff's officers) and are normally one (1) hour for departments that work five (5) days a week or thirty (30) minutes for departments that work four (4) days a week. In addition, each employee may be granted two (2) breaks per day, each for a period of fifteen (15) minutes.

Supervisors may limit or delay breaks if, in their opinion, continuous work is required. Breaks will not be accumulated. Breaks shall not be taken in conjunction with lunch breaks, at the end, or beginning of a work shift unless authorized by the employee's immediate supervisor.

Passed, adopted, and effective this 10<sup>th</sup> day of August 2021, by the Board of County Commissioners of Union County.

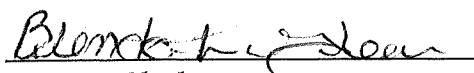
**BOARD OF COMMISSIONERS OF UNION COUNTY**

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Member

  
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Member



  
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County Clerk