



Board of County Commissioners Agenda Request

2W

Agenda Item #

Requested Meeting Date: December 16, 2025

Title of Item: Personnel Policy Update Article III, Section G Meal Periods

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing *provide copy of hearing notice that was published	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Bobbie Danielson, HR Director	Department: Human Resources Dept.	
Presenter (Name and Title):	Estimated Time Needed:	

Summary of Issue:

We are reviewing meal and break policies with the law changing on 1/1/2026.

One minor edit is recommended to the personnel policy Meal Periods paragraph. Insert "by their supervisor". This is not a substantive change, just for clarity/readability.

Article III, Employment, Hours of Work, Section G Personnel Policy update.

Meal Periods

The employee must be completely relieved from duty for the purpose of eating regular meals. The employee is not relieved if he or she is required to perform any duties, whether active or inactive, while eating. If the employee is not completely relieved from duty, the meal period must be counted as hours worked. For example, an employee who is required [insert: by their supervisor] to remain at his/her desk while eating lunch and regularly answers the telephone and refers callers is working. This time must be counted and paid as compensable hours worked because the employee has not been completely relieved from duty.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to edit Article III, Employment, Hours of Work, Section G, the Meal Periods policy as shown above, effective December 16, 2025.

Financial Impact:

Is there a cost associated with this request?

Yes

No

What is the total cost, with tax and shipping? \$

Is this budgeted?

Yes

No

Please Explain: