

EMPLOYEE BREAKS

STANDARD NO(S):

NYSSA #

DATE:

June 18, 2010

REVISED: 04/22/2011

REVISED: 12/27/2011

REFER TO:

Roger O. Ward

I. OBJECTIVE:

To establish guidelines for employee breaks.

II. POLICY:

It is the policy of the Seneca County Correctional Facility to ensure that all officers receive break times while ensuring the continued security of the facility.

III. DETAILS:

- A.** All officers working a full 8 hour shift will receive a half hour meal break and two (2) 15 minute breaks per shift.
- B.** All breaks will be given at the convenience of the Escort Officers and documentation of such will be completed by making a log entry.
- C.** There will be no designated times for 15 minute breaks or the meal break. Neither of the two 15 minute break times or the meal break will exceed their maximum time allotment, and will not be cumulative or combined with each other.
- D.** It will be the responsibility of the Shift Supervisor to ensure all breaks are provided.
- E.** Meal breaks will not be taken on transports when an inmate is in custody.