


Commission on Animal Care & Control	General Order : #015
Subject: Lunches/Breaks	Date Issued: 07-17-02 Manager's Approval: 

Lunch Periods allotted to personnel assigned duties within the Animal Control Center shall not exceed one (1) hour and shall be scheduled so that efficient operations of the day's business may continue. All who "eat-in" shall not take an additional hour for lunch, but shall include "eating-in" time within the total one (1) hour lunch period. Field personnel shall be allotted lunch periods not to exceed one hour. In-house personnel will leave the assigned work area for the duration of the lunch period.

1. Lunch periods will not be scheduled prior to two (2) hours into the tour of duty or two (2) hours prior to the completion of the tour of duty.
 - A. Lunch periods will be scheduled between 9:00 A.M. and 1:00 P.M. for personnel assigned to the 2nd shift.
 - B. Lunch periods will be scheduled between 5:00 P.M. and 9:00 P.M. for the personnel assigned to the 3rd watch.
2. Field Personnel must go off the "air" via dispatcher.
 - A. Supervisor and/or Dispatcher may reschedule a lunch if a priority service call prevails.
3. The Supervisor/Acting Supervisor will ASSIGN and RECORD lunch periods and breaks of all personnel assigned to duties within the Animal Care and Control Center. Each employee's name and time of lunch period are to be recorded on the rear side of the respective work roster. The Supervisor will also assign his/her lunch period and indicate that on the daily lunch/break form.