

CITY OF DOTHAN, ALABAMA

STANDARD OPERATING GUIDELINE - NO. 20

**LUNCH PERIOD - MAINTENANCE
CONSTRUCTION AND SERVICE CREWS**

I. PURPOSE

To establish a lunch period guideline for those employees whose normal work assignment is in the field.

II. GUIDELINE

A. Work crews, who have a normal work assignment in the field, shall not return to their work reporting location during lunch time.

B. The normal lunch period for work crews will be taken between 11:00 a.m. and 1:00 p.m. except in unusual circumstances.

C. Lunch shall be taken at the job site or as follows:

1. While enroute to another job location, meals may be taken at eating establishments along that route.

2. During inclement weather, or for health reasons, the crew may leave the work area to take their meals at appropriate shelters.

D. The length of lunch periods will be determined by the respective department head.

III. RESERVATION OF AUTHORITY

The City Manager reserves the authority to change, amend or modify this operating guideline.

IV. APPROVAL AND EFFECTIVE DATE

This operating guideline is adopted and approved by the City Manager on this _____ day of _____, _____.

ATTEST BY:

APPROVED BY:

CITY CLERK

CITY MANAGER