

**Marion Public Library
Supplemental Personnel Policies
Supplementing SECTION 3, Part 3.1 of the City of Marion Personnel Policy**

Meal Breaks

An unpaid meal break of 30 minutes is granted to employees who work seven or more consecutive hours.

Paid Breaks

A paid break of 15 minutes is granted to all employees working at least four consecutive hours; employees working six or more consecutive hours are provided a 20-minute paid break.

Because of the abbreviated Sunday work schedule, there are no breaks except for part-time staff working the full four-hour shift.

Approved 5/12/14