

I N T E R O F F I C E   M E M O R A N D U M

Date: 25-Sep-1992 12:43pm GMT  
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TO: Roger West ( WEST )  
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Subject: Overtime Break

Make sure that there is at least an 8 hour break between shifts. If an employee works overtime on their regular shift and comes in on full tour overtime on another shift, make sure there is at least an hour break between the two shifts.

it is extremely important that employees have an opportunity to rest  
A rested employee is more productive and safer.

John J. Dooley  
Director, City Operations