

POLICY TITLE: Hours of Work and Overtime
POLICY NUMBER: 3122

3122.1 This policy shall apply to all non-exempt employees.

3122.2 The regular hours of work each day shall be consecutive except for interruptions for meal periods and breaks, or as otherwise approved by the General Manager in writing.

3122.3 A work week is defined to consist of seven (7) consecutive calendar days, Sunday through Saturday, and, except as otherwise provided herein, a basic work week is defined to consist of four (4) consecutive work days of five (5) hours each, Monday through Thursday. The regular work hours shall be 8:00 a.m. to 1:00 p.m. with one-half (1/2) hour off for lunch. Employees may request a change of regular work hours with the written consent of the General Manager, so that the regular work hours may be revised to accommodate needs of the public, such as 10:00 a.m. to 3:00 p.m. with one-half (1/2) hour off for lunch.

Regular work hours may be modified as outlined in an applicable Memorandum of Understanding between the District and a District-recognized bargaining unit.

3122.4 Overtime is defined as: Time worked in excess of forty (40) hours in a work week. Time worked on a designated holiday.

3122.5 It is the general policy of the District to avoid the necessity for overtime work whenever possible. Overtime shall be held to a minimum consistent with efficient operation and shall only be used to cover emergencies or where working employees overtime is more economical. All overtime work shall be authorized in advance by the General Manager, Board President or Vice-President. Employees working overtime without prior approval by the appropriate individual may be subject to discipline.

Non-exempt employees shall be paid overtime at one-and-one-half (1½) times the employee's regular rate of pay. Holidays, administrative leave, vacation, authorized compensatory time off, and sick leave do not count toward an employee's overtime calculation.

3122.6 A work schedule is maintained by the District and approved by the General Manager whereby operations employees may be assigned on a rotational basis to be "on-call" on weekends, holidays, and other times not considered regular hours of work for the District employees or assigned to work alternative workweeks. "On-call duty" is an assigned duty outside the normal workweek assignment during which an employee must remain where he or she can be contacted by telephone and he or she is ready for immediate call back to his or her department to perform an essential service.

3122.6.1 On-Call/Weekday Duty employees are paid \$20 per day for each weekday they are on-call. If these employees are called into work during this time, they will be paid for any on-call hours worked at the standard overtime rate.

3122.6.2 On-Call employees receive \$40 per day for each holiday or weekend day they are assigned to on-call duty.

3122.6.3 When an employee is assigned to on-call duty, he or she shall be free to utilize his or her time as desired, but must be able to respond within thirty (30) minutes to the District facilities. This will enable the on-call employee time to return to work in the event of an emergency call. On-call employees need to remain unimpaired (e.g., refraining from drinking alcoholic beverages or marijuana usage) and able to perform all duties when on-call.

3122.6.4 If an employee is not "on-call" and he or she is called back to work, the employee will receive two (2) hours of call back pay regardless of whether the employee works less than two (2) hours. The Employee shall also receive hourly call-back pay for every hour worked beyond two (2) hours.