

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section:	Compensation and Benefits
Standard:	WORK SCHEDULES AND OVERTIME FOR NON-EXEMPT EMPLOYEES
Section #:	C-4
Effective:	June 24, 2008

See Also:	Timekeeping; Special Types of Pay for Full Time Non-Exempt Employees
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GENERAL STANDARD

The Authority supports the use of flexible work schedules to accommodate operational needs and to provide flexibility to employees in meeting their personal needs, to the extent possible. Work schedules, however, are established by the Authority to provide necessary coverage for, 24 hours a day and 365 days a year, operations and quality service. When overtime is required, effort will be made to accommodate employees' outside commitments; however, business needs take precedence.

SPECIFIC STANDARDS

Work Schedules

- The Authority's established payroll workweek begins on Friday, 12:01 a.m. and ends the following Thursday at midnight.
- The Authority's routine business week is Monday-Friday, 8 a.m. – 5 p.m.
- The Authority's standard full-time work schedule consists of a five-day workweek, eight hours per workday, excluding lunch periods.
- Non-exempt employees who work more than six consecutive hours in a day must take a lunch period of at least 30 minutes. Lunch periods generally are unpaid. Non-exempt employees are expected to work from the beginning to the end of their work schedule.

- Employees are to be at their assigned location, promptly at the beginning of the shift. Employees may be required to “clock in” or sign on to the network (if applicable) at the beginning of their work schedule; and
- Employees may be required to put their work materials away, “clock out”/sign off the network (if applicable) and/or perform other “end-of-the-day” activities at the end of their work shift/schedule.
- If relevant to the nature of the work performed, managers shall permit employees fifteen minutes prior to the end of each work shift to perform such activities as cleaning up the work area, putting away tools, and changing clothes.

SPECIFIC STANDARDS

Overtime for Non-Exempt Employees

- Non-exempt employees who are required or permitted to work overtime shall receive overtime pay in accordance with applicable federal and state law and the provisions of any applicable Memoranda of Agreement.
- Overtime is payable at time and one-half pay for hours worked over 40 hours of work in the applicable work-week.

All time in a “paid” status (i.e., Authority observed holidays, personal time off (PTO), etc.) is counted toward the 40 hours “worked” in determining eligibility for overtime. Employees required to report to work on a non-scheduled workday shall receive a minimum of three hours at time and one half their normal rate of pay.

Managers and supervisors must approve in advance all overtime to be worked by non-exempt employees. If non-exempt employees work beyond their regular 40 hour per workweek schedule, regardless of location, and even though the manager may not specifically have requested them to do so, such time must be considered overtime, must be paid, and must be accurately reported on employee time records.

Overtime Exempt Employees

Exempt employees are not eligible for overtime pay.

GUIDELINES

Each department manager shall determine the routine daily work schedules, including lunch periods, for each department employee. In determining work and lunch schedules, careful consideration should be given to workflow, coordination with other departments, proper supervisory coverage, office and telephone coverage, and potential scheduling conflicts.

Non-exempt employees are required to report all overtime in accordance with Authority procedures.

Lunch period

The lunch period is intended to provide a time for relaxation and refreshment. The employee should have the option to enjoy the lunch period *away* from the employee's work area. Non-exempt employees are to use their full lunch period and not perform any work during that time unless the manager specifically requests them to do so. Should the manager make such a request, the employee is paid for time worked.

Using the lunch period in this way is important for sustained productivity during the remainder of the workday.

Whenever feasible, non-exempt employees should be given advance notice that overtime will be required.

Note: The Payroll Technician and a representative of the Human Resources staff are available to answer questions regarding overtime pay.

PROCEDURE

For non-exempt employees, managers must ensure that time records accurately reflect actual hours worked. Refer to the ***Timekeeping*** Standard for additional information.