

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section: **Compensation and Benefits**
Standard: **WORK HOURS FOR EXEMPT EMPLOYEES**
Section #: **C-5**
Effective: June 24, 2008

See Also: Timekeeping; Work Schedule and Overtime For Non-Exempt Employees

GENERAL STANDARD

The Authority supports the use of flexible work schedules for exempt employees to accommodate operational needs and to meet the goals of the Authority. Work schedules and core business hours, however, are established by the Authority to provide necessary coverage for quality service during its operations.

SPECIFIC STANDARDS

- ❑ The Authority's established payroll workweek begins on Friday, 12:01 a.m. and ends the following Thursday at midnight.
- ❑ Exempt employees are expected to work the necessary hours to accomplish their assigned work responsibilities successfully, even when doing so may exceed the normal workweek. Such employees are expected to manage their work schedules and beginning and ending work times in a manner that ensures that the Authority's business and operational requirements are met.
- ❑ From time to time, exempt employees may work flexible work schedules. Regardless, the schedule shall include 80 hours per biweekly pay period.

- Each department manager may regulate the times which employees may begin and end their workdays.
- Approval of the use of flextime and all changes to flextime schedules are at the Authority's discretion.

GUIDELINES

Each department manager will determine the department's work schedules and requirements, giving careful consideration to:

- Customer service;
- Office and telephone coverage;
- Workflow and coordination with other departments;
- Proper supervisory coverage; and
- Potential scheduling conflicts.

Work requirements and work time of employees covered by this Standard should be monitored. Managers may consider providing appropriate time off, as well as other forms of recognition to those whose work hours regularly exceed normal work hours when working to accomplish Authority and department objectives.

Exempt employees are encouraged to use their full lunch period and not work during that time unless meetings or other requirements require that they do so. The lunch period is intended to provide a time for relaxation and refreshment. Using the lunch period in this way is important for sustained productivity during the remainder of the workday.

PROCEDURES

Refer to the *Timekeeping* Standard for additional information.

Managers shall ensure exempt employees complete a time record on an “exception” basis. This means that if all time for the two-week pay period is documented as regular or holiday hours, it is not necessary to submit a time record.

Should any of the time during the two week pay period be other than regular or holiday time, a time record must be completed.

In addition, and in situations where exempt employees have taken time off, *partial* days off with or without pay are not recorded on employee time record, except in the case of Family and Medical Leave or upon advice of the Director, Human Resources, or designee. An employee’s exempt status confers the opportunity to take time off of less than a full day without salary or time off benefits being affected.

The coding of pay for partial days off may result in violating the “exempt” status of a position. Exempt status assumes the employee will work the number of hours necessary to accomplish objectives without receiving extra pay for overtime.

Should an exempt employee’s work performance be affected by his/her work schedule, the employee’s manager, in consultation with a representative of the Human Resources Department, should discuss with the employee how his/her work performance may be improved.

In addition, should personal problems interfere with performance and work schedules, it should be made clear to the employee that it is his/her responsibility to ensure personal problems do not interfere with performance.

Should an employee mismanage his/her work schedule, the manager should consider corrective or disciplinary action up to and including termination of employment.