

# **CARMICHAEL WATER DISTRICT POLICY MANUAL**

## **POLICY 4000: Hours of Work and Overtime**

### **4000.10 Hours of Work**

The regular hours of work each day shall be consecutive except for interruptions for meal periods. Employees are required to take a thirty (30) minute unpaid meal break during every workday that the employee has a minimum of five (5) hours worked. The thirty (30) minute meal break begins when the employee stops working. This meal period may be waived by mutual consent of employer and employee only when a work period of not more than six (6) hours will complete the day's work. Field personnel, not working under direct supervision, are responsible for setting their own thirty (30) minute meal period and for taking that unpaid meal break during assigned work hours. Employees must notify their supervisor immediately if they are unable to take a meal or rest period on any given day.

**4000.10.1** Any changes in an established schedule require the General Manager or designee's prior written approval. An alternate work schedule is a regular schedule that is other than the standard 5/8 schedule (eight (8) hours per day, five (5) days per week). An example is a 4/10 schedule (ten (10) hours per day, four (4) days per week).

**4000.10.1.1** Employees may request and Carmichael Water District (District) may utilize an alternative work schedule whenever the schedule will not negatively impact District efficiency and safety and will not incur overtime beyond the District's usual and customary overtime needs under the employee's regular work schedule. A written agreement specifying the work week, scheduled days of the week, and hours to be regularly worked for the alternative work schedule must be signed by the employee and their supervisor and approved by the General Manager. The District may suspend an alternative work schedule and reassign an employee to a normal daily work schedule.

**4000.10.2** Employees who work an eight (8) hour day are allowed to take two (2) paid ten (10) minute breaks, one (1) per each four (4) hours worked. Employees scheduled to work at least three and one half (3 ½) hours are allowed a fifteen (15) minute break in that period. Personal business, personal phone calls, and or visiting with other employees should be limited to employee meal and break time. Field personnel, not working under direct supervision, are responsible for setting their own break periods and for taking their breaks during assigned work hours.

### **4000.20 Work Week**

The work week shall consist of seven (7) consecutive days from 12:01 o'clock a.m. Monday, through 12:00 o'clock midnight Sunday. A work week shall be forty (40) hours.

### **4000.30 Overtime**

All overtime must be authorized by an employee's supervisor. Overtime shall be rounded up to the nearest tenth (10<sup>th</sup>) of an hour increment. Only actual hours worked in a given workweek can apply in calculating overtime. Overtime is defined as:

**4000.30.1** Actual time worked in excess of eight (8) hours in any work day and/or actual time worked in excess of forty (40) hours in any work week shall be overtime compensated at one and one half (1½) times the employee's hourly rate.

## **CARMICHAEL WATER DISTRICT POLICY MANUAL**

**4000.30.1.1** The provisions of Policy 4000.30.1 above regarding overtime for hours worked in excess of eight (8) hours in any work day shall not apply to employees working within an approved group who have voluntarily opted, with the General Manager's approval, to work four (4) ten (10) hour days per work week. For said individuals, overtime shall be any time worked in excess of ten (10) hours in a work day and/or any time worked in excess of forty (40) hours in a work week, said overtime shall be compensated at one and one half (1½) times the employee's hourly rate.

**4000. 30.2** Actual time worked on a designated holiday shall be compensated at one and one half (1½ times) times the employee's hourly rate.

**4000.30.3** Double time will be paid for actual time worked in excess of twelve (12) hours in any work day.

**4000.30.4** Any/all Series 5000 leaves taken during the work day/week will not be considered as hours worked for purposes of calculating overtime. Paid time off for District designated and scheduled holidays will be considered as hours worked for purposes of calculating overtime.

### **4000.40 Standby/On-Call Duty**

For standby/on-call requirements and procedures for the represented employees, refer to the most current agreement between Carmichael Water District and the American Federation of State, County and Municipal Employees (AFSCME), Local 146, AFL/CIO.

### **4000.50 Tardiness**

Employees of the District are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for co-workers and supervisors. When an employee is absent, the assigned work must be performed by others. Employees are expected to report to work as scheduled, on time, and prepared to start work. In all cases of absence or tardiness, employees must provide their supervisor with an honest reason or explanation. Excessive absenteeism or tardiness will not be tolerated. Absences protected by state and federal law do not count as a violation of this policy.

### **4000.60 Timesheets**

Employees must keep an accurate record of hours worked each workday in each payroll period, including meal breaks. The hours reported on the time sheet are used to determine pay. An employee who provides inaccurate or false information on their timesheet is subject to immediate discharge. Employees who are absent on the day the time sheet is due must contact their supervisor to ensure the correct hours are reported.

### **4000.70 Working off the Clock**

Employees are not allowed to work off the clock. Working off the clock violates District policy.