Temporary Policy Amendments in Response to the COVID-19 (Coronavirus) Pandemic Effective 3/25/2020 through 12/31/2020 or as soon as the national emergency is lifted.

	Orange County Sanitation District Personnel Policies	Policy Number: 3.1.2
		Effective Date: September 26, 2018
Subject: Hours of Work – Exempt Employees		Supersedes: December 15, 2008
		Approved by: General Manager

1.0   PURPOSE

1.1   The purpose of this policy is to establish uniform guidelines and procedures for use in the administration of Orange County Sanitation District's (OCSD's) working hours.

2.0   ORGANIZATIONAL UNITS AFFECTED

2.1   This policy applies to all OCSD exempt employees in all organizational units and departments unless otherwise specified.

3.0   DEFINITIONS

3.1   Exempt Employees are employees who are not covered by the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA), as amended. Such employees are considered exempt by virtue of their duties in conformance with FLSA's definition of Executive, Administrative and Professional employees.

3.2   Overtime is the number of hours, which are counted as time worked, in excess of 40 hours during a workweek. For the purposes of overtime, all time charged to unscheduled leave will not be counted as time worked. Overtime only applies to non-exempt employees. Exempt employees are not eligible to receive overtime pay; however, in accordance with applicable MOU provisions, Operations Supervisors may be eligible to receive Extraordinary Services Compensation.

3.3   Memo time is a pay code used by exempt-level employees to identify unpaid work hours in excess of eighty (80) hours in a biweekly pay period.

3.4   Core Hours are the hours between 8:00 a.m. and 4:00 p.m. on any given day.

3.5   Payday is the Wednesday before the end of the subsequent pay period.

3.6   Pay Periods occur bi-weekly and are calculated on the basis of 80-hours worked for full-time employees.

3.7   Workweek means 40-hours of work per 168-hour period. The workweek is a fixed and recurring period of 168-hours, or seven consecutive 24-hour periods. OCSD employee workweeks are structured on an individual and/or group basis so that 40-hours of work regularly occurs during the fixed and regularly recurring period of 168-hours. The specific workweek for each employee is fixed by the General Manager, or his designee, and is maintained by the accounting payroll office.

3.8 <u>Leave time</u> is any authorized leave-of-absence with pay outlined in OCSD's policies and procedures, such as vacation leave, sick leave, personal leave, and paid administrative leave etc.

4.0 POLICY

4.1 It is the policy of OCSD to establish the time and duration of working hours as required by work load, operations flow, customer service needs, the efficient management of human resources, and any applicable law.

4.2 It is the policy of OCSD to require exempt employees to complete weekly timesheets.

~~4.3~~ On occasion, employees may request or be asked to transition from part-time to full-time status or vice-versa. It is the right of OCSD, at its sole discretion, to schedule working hours and assign work that may be necessary to operate OCSD in the most efficient and economical manner and in the best interest of the public it serves. Due consideration will be given to an employee's input and concerns prior to implementation of a schedule change. Multiple transitions to full-time or part-time, requested by the affected employee, shall be deemed as an abuse of this privilege and factored into future considerations for approval. ~~A thirty (30) day written notice for work schedule changes must be given to an affected employee prior to the change.~~

5.0 PROCEDURE

5.1 <u>Normal Business Hours</u>. Administrative and business functions are normally performed between the hours of 7:30 a.m. and 5:30 p.m., Monday through Thursday, and between the hours of 7:30 a.m. and 4:30 p.m. on Friday. However, the starting and finishing times of employees may vary as long as employees whose jobs involve contact with the public or outside organizations are present between the core hours of 8:00 a.m. and 4:00 p.m.

5.2 <u>Core Hours</u>. Individual divisions may schedule work beyond the core hours of 8:00 a.m. and 4:00 p.m., subject to approval by the department head, or designee, to meet specific operating or service requirements in the most cost-effective and efficient manner. Actual starting and ending times of an employee's shift may vary depending on the operational requirements of each department.

5.3 <u>Shift Schedules</u>. For time record keeping and accounting purposes, the "workweek" for full-time employees is 40 hours per 168-hour period, to be paid on a biweekly payroll basis of 80 hours worked. The actual work periods may be scheduled in shifts of four 9-hour days and one 4-hour day each workweek (9/80 schedule), five 8-hour days each workweek (10/80), four 10-hour days each workweek (8/80), or three 12-hour days and one 4-hour day each workweek (7/80) at the discretion of the supervisor. The starting and ending times of individual employee workweeks may vary. Shift schedules may be temporarily modified to stagger coverage based on business need.

5.4 With supervisor approval, employees may be allowed to flex their schedule within the pay period provided that the biweekly work hours are not less than 80 hours and the business needs, work flow, and customer service needs of OCSD are met.

5.5 <u>Meeting Attendance</u>. Employee attendance at lectures, meetings, and training programs will be considered as part of an employee's work hours if attendance is requested by management.

5.6 <u>Timesheets - Exempt Employees.</u> Exempt employees are not eligible to receive overtime pay; however, exempt employees must account for daily attendance. The following points shall be considered when filling out time sheets:

5.6.1 Timesheets for exempt employees shall indicate the days worked during the pay period and include all time taken as paid or unpaid leave. Timesheets should report a total of eighty (80) hours per pay period plus any applicable memo time.

5.6.2 Exempt personnel timesheets shall be submitted through the online timekeeping system every Thursday at the end of the employee's work day. Management approval shall be completed by the Monday morning of the subsequent week.

5.6.3 Timesheets must be completed through the online timekeeping system. Time worked shall be charged to the appropriate timekeeping categories. If an employee is unable to complete a timesheet due to absence, the timesheet must be completed by the supervisor or designee (e.g., designee authorized by management to process employee's timesheet while on a leave-of-absence) and submitted using the online timekeeping system.

5.6.4 Filling out another employee's timesheet without management authorization or falsifying any timesheet is prohibited and may be grounds for disciplinary action, up to and including termination.

5.7 <u>Payday.</u> Paychecks are distributed on the Wednesday immediately preceding the close of a pay period. Paychecks received on Wednesday cover the period worked during the previous pay period. If a payday falls on a holiday, paychecks will normally be distributed on the last working day preceding the holiday. Employees who will not be at work on a payday may request that their checks be held, forwarded to their supervisor, or mailed directly to their residence. Unclaimed paychecks will be held in Accounting. Paychecks of individuals who terminate their employment with OCSD, or are separated, will be mailed directly to them on the next regular payday subsequent to the separation date unless other arrangements are made to hold the check.

6.0 EXCEPTIONS

7.0 PROVISIONS AND CONDITIONS

8.0 RELATED DOCUMENTS

8.1 Fair Labor Standards Act, as amended

8.2 Policy 2.2, Non-Base Building Pay

8.3 Policy 3.1.1, Hours of Work – Non-Exempt Employees

8.4 Policy 4.7, Pro Rata Benefits for Part-Time Employees

8.5 Policy 5.1, Rules of Conduct