

## SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section:	<b>Compensation and Benefits</b>
Standard:	<b>WORK SCHEDULES AND OVERTIME FOR NON-EXEMPT EMPLOYEES</b>
Section #:	C-4
Effective:	June 24, 2008
Revised:	March 13, 2023

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 are encouraged to take two (2) paid ten (10) minute breaks for every four (4) hours worked and an unpaid, off-duty meal period of at least 30 minutes for each eight (8) hour shift. However, breaks may not

be possible during every shift, depending on critical operational needs and/or emergencies. Furthermore, exceptions to this standard may be necessary and approved for all shifts of specific positions to meet critical operational needs and/or respond to emergencies.

- 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 should do so before performing any work.
- 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. Employees should not perform any work after “clocking out” or signing off the network (if applicable).
- If relevant to the nature of the work performed, managers may 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.
- Non-exempt employees will be paid for all hours worked.

## ***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 times the employee’s regular rate of 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. See ***Special Types of Pay for Full-Time Non-Exempt Employees***

standard (C-6) for the Authority's policy on pay during call-back work and standby time.

Non-exempt employees may not work overtime unless expressly approved in advance by a manager or supervisor. Employees working unauthorized overtime will be paid the appropriate amount of wages for the overtime worked, but may be subject to discipline, up to and including termination.

#### Overtime for Exempt Employees

Exempt employees are not eligible for overtime pay.

### **GUIDELINES**

Each department manager shall determine the routine daily work schedules, including meal periods and breaks, for each department employee. In determining work, meal and break 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 accurately in accordance with Authority procedures.

#### Meal period

The meal period is intended to provide a time for relaxation and refreshment. The employee should have the option to enjoy the meal period away from the employee's work area. Non-exempt employees are encouraged to use their full lunch period and not perform any work during that time.

Using the meal 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.