

POLICY TITLE: HOURS OF WORK AND OVERTIME
POLICY NUMBER: 3240

COMMITTEE APPROVAL DATE: 09/05/2018 **WRITTEN/REVISED BY:** HUMAN RESOURCES
BOARD APPROVAL DATE: 09/26/2018 **SUPERSEDES:** 06/25/2014

POLICY:

3240 It is the policy of the Beach Cities Health District (“District”) to communicate the District’s hours of operation, work schedule, and payment of overtime.

SCOPE:

3240.1 This policy applies to all District employees. Employees who are classified as non-exempt under the Fair Labor Standards Act (FLSA) are eligible for overtime pay.

RESPONSIBILITY:

3240.2 It is the responsibility of management to understand, communicate, and enforce this policy uniformly among District employees. It is the responsibility of employees to understand the policies, guidelines, and procedures, and to follow them accordingly.

CONTENTS:

3240.3 The District’s administrative office hours to serve the public are from 8:30 a.m. to 5:00 p.m., Monday through Friday. The District’s hours of operation for health and fitness centers (i.e., AdventurePlex, Center for Health & Fitness) are open to the public seven days per week except on pre-determined holidays (See Policy 3050, Holidays, Vacation and Sick Leave).

3240.4 Flex Schedule:

3240.4.1 Employees assigned to a flex schedule will work a compressed 9/80 workweek, with every other Friday off. These employees’ work hours are 8:00 a.m. – 5:30 p.m., Monday through Thursday and 8:30 a.m. – 5:00 p.m. on the alternate Friday worked.

3240.4.2 Employees receive a one-half hour lunch period. Employees assigned to a flex schedule work 80 hours over a 9-day period (excluding weekends), with the 10th day off. To comply with Federal wage laws, the flex schedule workweek begins on Friday at 1:00 p.m. through 12:59 p.m. Friday.

3240.4.3 Based on business need or an employee’s request, if an employee is assigned a flex day that is a different day than Friday, it must be approved by a supervisor or Department Head.

3240.4.4 When a non-exempt employee with a flex schedule is eligible for overtime, he or she can use compensatory time in place of overtime.

3240.4.5 Flex schedule is an employee privilege and may change based upon business need or employee performance.

3240.5 Regular Work Schedule:

3240.5.1 Employees assigned to a regular work schedule will work from 8:30 a.m. to 5:00 p.m., Monday through Friday. Their workweek shall consist of seven consecutive days from 12:01 A.M. Monday, through midnight Sunday. The employee's shift assignment and one-half hour lunch period will be assigned by his or her supervisor.

3240.5.2 If the employee requests or is assigned a different work schedule than the one mentioned above, it must meet the needs of the business and has to be approved by the employee's supervisor and Department Head.

3240.6 Overtime:

3240.6.1 Employees are classified as either exempt or non-exempt from overtime reporting based upon their job duties and responsibilities in accordance with the Fair Labor Standards Act (FLSA) guidelines. Non-exempt employees are entitled to overtime pay, or one and one-half their regular hourly rate, if they work in excess of 40 hours in a workweek or 80 hours in a pay-period for employees on a flex schedule. They alternately have the option for opting in to compensatory time-off in lieu of overtime pay. The employee would need to inform Human Resources or their manager of what option they would prefer at the time of hire or change in status.

3240.6.2 Employees are required to use their compensatory time within three months of earning the time. If an employee does not use his/her compensatory time within three months, he/she will be paid their earned compensatory time at a rate of time and a half of their current rate, in the payroll following the three month expiration date.

3240.6.3 Nonproductive time, such as Holidays, Sick leave, or Vacation leave does not count as hours worked for overtime eligibility.

3240.7 Recording Hours Worked:

3240.7.1 Time sheets or electronic time-keeping records are the source document for all payroll transactions. Properly approved timesheets serve as the authority to pay an employee, as verification of time off, and provide the legal basis to administer employee benefits accurately. Employees must report time worked accurately on the date that such work was performed and report time off on the date or dates that such time was taken off from work. Time worked shall be scheduled in advance by management and time off shall be approved in advance. Time sheets shall be reviewed and approved by management prior to being paid. Approvals shall be as designated by the Chief Executive Officer (CEO) at a level appropriate for ensuring accurate confirmation of time worked.

3240.7.2 In the event that the District administrative office closes earlier than normal office hours (e.g., before a holiday, maintenance), employees are not required to make up for

that time. Employees who are required to stay in the office for work reasons will be eligible to take compensatory time in lieu of the time they are at work while the office is closed.

3240.7.3 All District employees are expected to accurately report their hours worked (and scheduled time-off) each pay period in accordance with the guidelines established by their supervisor. Failure to accurately report hours worked is grounds for disciplinary action, up to and including termination from employment.

EXCEPTIONS:

3240.8 The Chief Executive Officer is the only person authorized to make exceptions to this policy.