

This brief is being provided to inform the Board, staff and public of the details of an agenda item that requires action from the Board. The President of the Board will provide board members, staff, and the public the opportunity to ask questions about this topic when this agenda item is announced.

Date: January 21, 2022

Originator: Cary Curtis

Purpose: Revisions to policy to clarifying regular and compressed work week schedules and linking this policy #2010 to policy #2030 Holidays.

Supporting Documents Included: Yes – Revised redline policy included in this document

Desired Action by the Board: First reading of revised policy #2010 Hours of Work and Overtime. Recommend approval of revised policy and waiver of 2nd reading

1. **Description:** The revisions made on policy #2010 Hours Worked and Overtime, defines the difference between a regular work schedule and a compressed works schedule and adds a link to our Holiday policy where references to work schedules are included.
2. **Reason for Recommended Board Action - (*Consider compliance, cost savings, fixing a problem*):**
Revisions of Policy #2010 fixes a problem where compressed workweek schedules and regular work week schedules are now defined. This is needed due to a recent allowance by the General Manager to allow key staff with GM approval, to work a compressed work week. There are no financial impacts to the district with this revision.
3. **Anticipated Impacts to the District (negative and/or positive) - (*Consider financial impact, change in procedures, customer and staff communication and effect if recommendations are not adopted*):**
To ensure consistency in labor law application this policy revision is necessary.
4. **Anticipated Impacts to the Customer – *Standby, Residential, Commercial*:**
No impacts to customers.
5. **Recommendation (s):** Review and approve Policy #2010 Hours Worked and Overtime as written with recommendation to waive 2nd reading.

POLICY TITLE: Hours of Work and Overtime

POLICY NUMBER: 2010

2010.1 This policy shall apply to all employees whose job classifications are subject to the *Fair Labor Standards Act (FLSA)*.

2010.2 The regular hours of work each day shall be consecutive except for interruptions for meal periods.

2010.3 The workweek shall consist of seven consecutive days from 12:01 o'clock A.M. Monday, through midnight Sunday.

2010.4 As approved by the General Manager, full-time employees will be assigned a regular schedule consisting of five consecutive eight-hour days, or a condensed schedule consisting of four consecutive ten-hour days.

2010.5 Holiday time is paid per District Policy 2030 Holidays.

2010.6 Overtime is defined as:

2010.6.1 Time worked in excess of 40 hours in a workweek;

2010.6.2 Time worked in excess of eight hours on a scheduled workday if a five-day, eight-hour per day workweek is in effect; or,

2010.6.3 Time worked in excess of ten hours on a scheduled workday if a four-day, ten-hour per day workweek is in effect; or,

2010.6.4 Time worked on a designated holiday.

2010.7 Other than regular hours of work, any time worked by a regular employee in emergency repair or emergency maintenance of facilities of the District shall be compensated at the overtime rate of pay at time and one-half.

2010.7.1 A schedule shall be maintained by the District General Manager or General Manager's appointee whereby maintenance employees shall be assigned, on a rotational basis, to be "on-call" on weekends, holidays, and other times not considered regular hours of work for District employees.

2010.7.2 When an employee is on-call, he/she shall be provided a cell phone, radio and/or pager which will provide notification in the event of an emergency repair/maintenance work need. Said cell phone, radio and/or pager shall be kept in the on-call employee's possession during the entire on-call period. Notification of an emergency-repair/ maintenance job may also be given verbally, in person or telephonically by the District General Manager, Office Administrator, or appropriate authority, as applicable.

2010.6.3 When an employee is on-call, he/she shall be free to utilize his/her time as desired, but must remain within the general Gold Mountain Community Services District area, going no farther than 60 minutes travel time away from any District facility.