

WORK SCHEDULE

Chancery

The Diocesan offices operate on a 37.5 hour workweek, 8:30 a.m. to 5:00 p.m. Monday through Friday. Non-exempt staff ordinarily are expected to be present and work during these regular office hours. Regular attendance is an essential function of all non-exempt positions. Exceptions to this norm and adaptation to an alternative work week schedule adopted in accordance with the Labor Code.

Non-exempt staff members will observe the lunch hour as scheduled from 12:00 noon to 1:00 p.m. to the extent this is practical. This lunch hour shall be duty free and is non-paid. Depending on department need and with approvals as indicated in the paragraph above, non-exempt employees may shorten their work day by reducing their lunch period, but not to less than 30 minutes and this must be a written waiver. The Diocese respects the right of each non-exempt employee to a fifteen-minute rest period mid-morning and mid-afternoon. Non-exempt employees who need to miss work due to personal obligations may make up the work without incurring overtime, subject to the following conditions: First, the make-up work must be done during the same workweek as when the work was missed. Second, the employee must voluntarily submit a signed, written request to make up the work.

Exempt employees are paid a salary rather than hourly wages. Exempt jobs generally are designed to require about 37.5 hours of work a week, often on a flexible schedule. Sometimes exempt employees may need to work more than 37.5 hours in order to address the demands of their jobs.

Requests for increasing or decreasing an exempt/non-exempt employee's regular weekly work hours must be approved by the Bishop's Administrative Council. Department and Diocesan needs will take precedence in consideration of requests for flexible scheduling or for increasing or decreasing work hours.

Parishes

Parishes establish regular work hours appropriate to the needs of their site.

Non-exempt staff ordinarily are expected to be present and work during regular office hours. Regular attendance is an essential function of all non-exempt positions. Exceptions to this norm and adaptation to an alternative work week schedule adopted in accordance with the Labor Code.

Full-time non-exempt staff members must observe a duty free meal break of not less than 30 minutes which is un-paid, scheduled depending on Parish needs with approval of the Pastor/Parochial Administrator/Parish Life Director. The responsibility of the Pastor/Parochial Administrator/Parish Life Director is to expect and encourage strongly that this break is taken. Depending on Parish needs and with approvals as indicated in the paragraph above, **non-exempt** employees may shorten their work day by reducing their lunch period, but not to less than 30 minutes that are duty free and un-paid. Employees who work 6 hours or less may waive in

writing the meal period by mutual consent of employee and employer. Any non-exempt employee seeking to waive any meal or break period must obtain written permission from his or her supervisor. The Diocese respects the right of each non-exempt employee to a fifteen-minute rest period mid-morning and mid-afternoon and expects the employees to take these breaks. Non-exempt employees who need to miss work due to personal obligations may make up the work without incurring overtime, subject to the following circumstances: First, the make-up work must be done during the same workweek as when the work was missed. Second, the employee must voluntarily submit a signed, written request to make up the work. (See Appendix D-6.)

Exempt employees are paid a salary rather than hourly wages. Exempt jobs generally are designed to require between 37.5 and 40 hours of work a week, often on a flexible schedule. Sometimes exempt employees may need to work more than 37.5 and 40 hours in order to address the demands of their jobs. An exempt employee must earn a yearly salary equivalent to no less than two (2) times the state minimum wage for full-time employment which is \$33,280 per year as of 2008. (Changes have not been made after this date) regardless of amount of time worked. Full-time employment is defined in Labor Code Section 515 (c) as 40 hours per week and a 52 week year. The minimum wage is \$8.00 per hour in California as of January 1, 2008. (Changes have not been made after this date)

Requests for increasing or decreasing an employee's regular weekly work hours must be approved by the Pastor/Parochial Administrator/Parish Life Director. Parish needs will take precedence in consideration of requests for flexible scheduling or for increasing or decreasing work hours.

All work sites must post yearly the California and Federal Employment Notices. These may be obtained by contacting the California Chamber of Commerce at 1-800-331-8877 and requesting the Employer Poster Set. These sets can be purchased in both Spanish and English.