

Subject:
Hours of Work

Number: 01-04
Original Issue: 6/1/2000
Revision: 1/23/01, 11/12/08

Policy:

All fulltime employees are expected to work at least 40 hours per week as required. The District work week begins 12:01 am Saturday and ends at 12 midnight Friday.

Non-exempt employees will be provided with the start and end time for each workday as determined by their supervisor. Overtime for non-exempt employees is defined as more than 40 hours per week.

Overtime and holiday pay is not provided to District exempt employees.

Compensatory time is allowed only after approval by immediate supervisor.

All employees are required to submit timesheets to their supervisors at the close of the pay period, to be approved by the supervisor and the Executive Director. Non-exempt employees' time will be calculated as follows:

- Maintenance staff: as determined by the clock-in software by facility and rounded up to the nearest 5 minutes
- Office staff: as determined by the clock-in software by activity and rounded to the nearest 15 minutes
- Pool staff: as determined by the clock-in software and rounded up to the nearest 5 minutes
- Housekeepers: as determined by the clock-in software
- BARC staff: as determined by the clock-in software
- Access staff: as determined by the scheduled shift and rounded up to the nearest 15 minutes
- Gate Attendants: as determined by the scheduled shift and rounded up to the nearest 15 minutes

Applicability:

This policy applies to all employees of the VPD.