

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

DATE REVISED: 6/21/2023	MANUAL	POLICY NO. 2010
APPROVED BY: Board of Directors	POLICY TITLE Hours of Work and Overtime	Page 1-2

PURPOSE OF POLICY

It is the policy of Union Public Utility District to determine which hours constitute overtime for non-exempt employees and specify the practice for lunch and other breaks. This policy helps Union Public Utility District to comply with the California Labor Code 510.

~~2010.2 The regular hours of work each day shall be consecutive except for interruptions for meal periods or as approved by the Board of Directors in writing.~~

~~2010.3 A workweek is defined to consist of seven (7) consecutive calendar days, Sunday through Saturday, and, except as otherwise provided herein, a basic workweek is defined to consist of five (5) consecutive work days of eight (8) hours each, Monday through Friday.~~

2010.1 The regular work hours for the office staff shall be 8:30 a.m. to 5:00 p.m. with a 30-minute lunch. In addition, there shall be two 15-minute breaks allowed for each employee each workday. ~~One to be used in the morning and one in the afternoon. The office staff will schedule with each other hours to accomplish the variety of duties required and to accommodate special projects. If in any way, hours are abused, it will be addressed.~~

2010.2 The field employees shall work from 7:00 a.m. to 3:30 p.m. with 30 minutes for lunch ~~from 12:00 pm to 12:30 pm~~. In addition, there shall be two 15-minute breaks allowed for each employee each workday. ~~One to be used in the morning and one in the afternoon. The Manager may rearrange the lunch period from time to time within the framework of the basic 8 hour day.~~

2010.3 If, to complete a particular job or in an emergency, it is necessary to continue to work beyond the end of the regular work shift, overtime will be calculated at an overtime rate for all time after the regular work shift for full-time employees.

2010.4 Overtime is defined as time worked more than 8 hours in a workday or more than 40 hours in a workweek.

2010.4.1 Time-and-a-half pay:

More than 8 hours up to 12 hours in a workday, more than 40 hours in a workweek, or more than 6 consecutive days in a workweek, and you work no more than 8 hours on the seventh consecutive day.

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2010.4.2 Double-time pay:

More than 12 hours in a workday, or more than 8 hours on the seventh consecutive day in a workweek.

2010.5 If an employee is called back to work after hours in an emergency situation, on Saturday, Sunday, or a holiday, the employee shall be paid at the overtime rate of ~~double their hourly rate~~ time-and-a-half pay for a minimum of 2 hours. The employee may elect compensatory time off at the same rate for each hour worked.

2010.6 There is a 40-hour limit for accrual of compensatory time (comp time) in every fiscal year. ~~Hours accrued over 40 hours must be taken in an overtime check each pay period.~~ Comp time must be used or cashed out at the end of the fiscal year ending June 30. (Comp time paid at the rate overtime occurred). A manager must approve any and all comp time taken.

~~2010.7 Other than regular hours of work, any time worked by an employee, extending their regular work day shall be paid at the overtime rate of time and a half (1 ½) of their regular hourly rate.~~

~~2010.7.1 — A schedule shall be maintained by the District Manager 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 pager which will provide notification in the event of an emergency repair/maintenance work need. Said 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.~~

~~2010.7.3 — When an employee is on-call, he/she shall be free to utilize his/her time as desired, but must remain within the general Union Public Utility District area, going no farther than thirty (30) minutes travel time away from any District facility. Said employee will be compensated as agreed upon in writing by policy for on-call days/time.~~

~~2010.7.4 — Employees scheduled for on-call duty will be compensated twenty dollars (\$20) per day for treatment and twenty dollars (\$20) per day for distribution. Treatment plant checks will be compensated at fifty-five dollars (\$55) per plant check.~~

~~2010.7.5 — There is a forty (40) hour limit for accrual of compensatory time (comp time) in every fiscal year. Hours accrued over forty (40) hours must be taken in an overtime check each pay period and comp time for time off must be used before the fiscal year ending June 30. (Comp time paid at the rate overtime occurred). A manager must approve any and all comp time taken.~~