

**POLICY AND PROCEDURE**  
**UNION PUBLIC UTILITY DISTRICT**

---

DATE REVISED: 10/23/2024	MANUAL	POLICY NO. 2010
APPROVED BY: Board of Directors	POLICY TITLE <b>Hours of Work and Overtime</b>	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~~ applicable law.

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~~ will be determined by management based on operational needs, allowing for a lunch break and rest periods.

2010.2 The regular work hours for the field employees ~~shall work from 7:00 a.m. to 3:30 p.m. with 30 minutes for lunch. In addition, there shall be two 15-minute breaks allowed for each employee each workday~~ will be determined by management based on operational needs, allowing for a lunch break and rest periods.

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 follows: ~~time worked more than 8 hours in a workday or more than 40 hours in a workweek.~~

2010.4.1 Office Staff ~~Time and a half pay:~~

Office Staff are entitled to overtime (at a rate of time and one-half their regular rate of pay) for any hours exceeding eight (8) in one workday and any regular hours exceeding forty (40) in one workweek. ~~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.~~

2010.4.2 Field Staff ~~Double time pay:~~

Field Staff are entitled to overtime (at the rate of time and one-half their regular rate of pay) for any hours exceeding ten (10) in one workday and any regular hours more than (40) in one workweek. ~~More than 12 hours in a workday, or more than 8 hours on the seventh consecutive day in a workweek.~~

**POLICY AND PROCEDURE**  
**UNION PUBLIC UTILITY DISTRICT**

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 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. 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 The District's workweek runs from Sunday at 12:01am through Saturday at midnight.