

MEMO

Date: May 2017
To: All SCOE Classified Employees
From: Leadership
RE: Hours of Work - Policies and Procedures Review

Please carefully review this memo in order to review policies and procedures related to hours of work, schedules, meal periods, and leaves. Much of this language is pulled from the SCOE Policies and Procedures documents and the SEIU Employee Contract. We encourage you to review those documents for full details.

Definition of Terms

- Flex Time: A flexible time work schedule is defined as a change in the employee's normal work schedule that is one week duration or less. Such a flexible work schedule must be arranged by mutual agreement of the employee and the supervisor, and must be approved in writing, using the Flexible Work Schedule form. Hours flexed are calculated at a 1 hour : 1 hour ratio, staying under the 40 hour per week threshold.
- Comp Time: If an employee works longer than 40 hours/week or 8 hours/day without flexing off the extra hours within the week via a one week flexible work schedule, the extra hours worked are eligible for comp time accrual. ***Except in case of an emergency, all extra hours work are to be approved by the supervisor before the extra hours are worked.*** Extra hours worked are calculated at a 1 hour : 1.5 hour ratio and accrued as comp time. The comp time is added to the employee's leave bank for use at a future dates upon approval by the supervisor.
- Overtime: If an employee works longer than 40 hours/week or 8 hours/day without flexing off the extra hours within the week via a one week flexible work schedule, the extra hours worked are eligible for paid overtime. ***Except in case of an emergency, all extra hours work are to be approved by the supervisor before the extra hours are worked.*** Extra hours worked are calculated at a 1 hour : 1.5 hour ratio. Overtime accrued is paid on a supplemental check.

Work Week & Work Day

The normal work week of full time classified employees is 40 hours (Sunday through Saturday) and the normal work day is 8 hours. Normal work hours for employees working at the SCOE central office begin at 8:00 a.m. with an ending time of 5:00 pm and one hour for lunch during the mid-point of the day, although hours are set by each department to meet their operational needs. Work hours for employees who work at other sites and part time employees are set by the program.

Reporting Absences

Absences should be submitted into AESOP the day of the absence via phone or internet. Please also contact the supervising manager to alert them of the absence when possible.

Meal Periods

Break(s) and lunch time are mandatory and must be taken. Employees who work more than six hours per day must have a meal period of at least 30 minutes, which for most employees is their lunch period and it falls near the mid-point of their work day. An employee may **not** work though their lunch period, unless there is a written agreement approved by the supervisor for a non-duty free meal period. A non-duty free lunch is a period of time that an employee is entitled to eat but is required to stay at the work site and must be willing to work if so required. A non-duty free meal period is considered time worked. Employees may not "skip" lunch in order to leave the worksite before the normal end of the workday. Employees may not "skip" lunch and accrue comp/flex time for time skipped.

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Breaks

Each department arranges rest breaks for employees, except where unusual operational demands prevent a rest break. Rest periods will not be unreasonably or consistently denied. Rest periods are considered time worked. Full time employees are entitled to two 15 minute breaks, with one in the first half of the work shift and one in the second half of the work shift. Employees are not authorized to use their break time to extend their meal period. Employees may not "combine" breaks and take one extended break – breaks must be no more than 15 minutes, with one occurring in the first half of the work shift and one in the second half of the work shift. Part time employees, who work more than 4 hours per day, are entitled to a total of twenty (20) minutes per day. Employees may not "skip" breaks in order to leave the worksite before the normal end of the workday. Employees may not "skip" breaks and accrue comp/flex time for time skipped.

Alternative Work Schedules

An alternative work schedule is defined as an **ongoing** work schedule which has as start time other than 8:00 am and/or end time other than 5:00 pm and that has a duration of more than one week. Classified employees may have flexibility on their start and end times so long as times other than 8:00 am and 5:00 pm are approved in advance by the employee's supervisor. The start time for employees working at the SCOE central office must be no earlier than 7:00 a.m. and the ending time for employees working at the SCOE central office must be no later than 6:00 p.m., unless the employee's job duties require different hours, such as a custodian. Employees choosing to take a ½ hour lunch period must submit an alternative work schedule request, as a normal lunch period is one hour. Such ongoing alternative schedules must be in writing and must be approved by the employee's supervisor. A copy of the signed agreement must be sent to Human Resources.

Flexible Schedule Within the Work Week

Employees and supervisors may agree to **one-time** shift in hours during the work week as needed as long as the shift in hours is within the 40 hours/week or 8 hours/day limits – i.e., an employee may come in at 7:00am (one hour early) to set up for a workshop, and then leave one hour early on the same day or another day within the same week. These agreements should be made at least seven days in advance.

Requesting Help From Another Employee For Program Work

If a program is requesting the help of another program's employee during work hours or non-work hours, approval from that employee's manager must be obtained *before* asking the employee for their assistance. The program requesting the assistance will compensate the employee in overtime pay. Employees working extra hours for a program other than their own can not accrue comp time and must be paid overtime.

Questions

If you have any additional questions, please contact:

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