

Truckee-Donner Recreation and Park District Policy Handbook

POLICY TITLE: Hours of Work, Overtime, and Reporting Time Pay
POLICY NUMBER: 203

203.10 For all employees, except part-time employees, the work week shall consist of forty (40) hours exclusive of lunch period, within a seven (7) day period that begins at 0001 hours on Sunday and ends at 2400 hours on the immediately following Saturday.

203.20 Overtime is defined as: Time worked in excess of forty (40) hours in a work week. Holiday, vacation, sick leave, or compensation time taken in a work week, are not considered worked hours and do not count towards the forty (40) hour work week.

203.30 With the exception of exempt employees, all employees working more than forty (40) hours in a work week shall receive either overtime or compensatory time off. Overtime shall be paid at one and one-half (1 1/2) times the hourly rate of pay. Compensatory time off is defined as hours when an employee is not working and which are paid for at the employee's regular rate of pay. Compensatory time off is accrued at a rate of one and one-half (1 1/2) hours for each hour of overtime worked.

203.31 Employees shall not have a total credit of more than forty (40) hours of compensatory time accrued unless approved by the General Manager. Any accrued hours over forty may be paid to the employee at the time of accrual.

203.40 Although most full-time employees will work a Monday through Friday schedule, the very nature and function of the District requires certain individuals to work unusual hours and work weeks. When needed, work schedules will be changed for employees to meet these District needs. The General Manager, or immediate supervisor, shall give employees at least 7 days notice of changes in work week or scheduling.

203.50 Reporting-Time Pay
Each workday an employee is required to report to work, but is not put to work or is furnished with less than half of his or her usual or scheduled day's work, the District will pay the employee half the usual or scheduled day's work, but in no event for less than two hours nor more than four hours, at his or her regular rate of pay.

For example, if an employee is scheduled to report to work for an eight-hour shift and only works for one hour, the District is nonetheless obligated to pay the employee four hours of pay at his or her regular rate of pay (one for the hour worked, and three as reporting time pay). Only the one-hour actually worked, however, counts as actual hours worked.

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203.51 If an employee is required to report to work a second time in any one workday and is furnished less than two hours of work on the second reporting, he or she must be paid for two hours at his or her regular rate of pay.

203.60 Exceptions to the requirement for reporting time pay are as follows:

When operations cannot begin or continue due to threats to employees or property, or when civil authorities recommend that work not begin or continue; or

When public utilities fail to supply electricity, water, or gas, or there is a failure in the public utilities, or sewer system; or

When the interruption of work is caused by an Act of God or other cause not within the employer's control, for example, an earthquake.

203.61 Additionally, employers are not obligated to pay reporting time pay under the following circumstances:

If the employee is not fit to work.

If the employee has not reported to work on time and/or is fired or sent home as a disciplinary action.

203.70 The reporting time pay provisions do not apply to employees on paid standby status or when an employee has a regularly scheduled shift of less than two hours.