



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Human Resources Standards of Practice

Standards of Practice: Section 3.04	Issue Date: 2015 New ____ Revised ____ Supersedes Policy Dated:
Title: Hours of Work	Approved By Effingham County Board of Commissioners

3.04 - HOURS OF WORK

A. PURPOSE

The purpose of this policy is to establish and define normal hours of work and shall not be construed as a guarantee of hours of work per day or per week.

B. STANDARD

It is the policy of the County to have an organized workweek to accommodate both business demands and employees' time away from work.

1. The County's standard work week usually consists of five (5) consecutive eight (8) hour days, Monday through Friday, starting at 8:30 a.m. and ending at 5:00 p.m., with a half-hour unpaid lunch period. All employees are required to take at least a half-hour break for lunch each day.

2. A normal working schedule for full-time, regular employees consists of forty (40) hours each workweek. Different work schedules, such as in the case of law enforcement, prison, Fire Department and EMS employees, may be established by the County to meet job assignments and provide necessary County services. Department Heads will advise employees of specific working hours.

3. Part-time and temporary employees shall work hours as specified by their respective Department Heads.

4. The Finance Department maintains official payroll records. Each Department Head shall approve the timecard in ADG Time Cards for each employee assigned after the employee has approved their timecard in ADG Time Cards. The timecard shall record hours worked, leave taken and overtime worked during the pay period.



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C. OVERTIME

It is the policy of the County to provide additional compensation to all nonexempt employees for all overtime, as prescribed by the Fair Labor Standards Act. Under special circumstances, compensatory time may be agreed upon and be taken at the rate of overtime pay.

1. All County positions are designated as either "exempt" or "non-exempt" according to FLSA regulations.

2. For most County employees, the established work period is forty (40) hours within a seven (7) day workweek. For Law Enforcement personnel, the established work period is 171 hours during a 28-day period. For Fire Protection the established work period is 212 hours during a 28-day period.

3. Non-exempt employees are entitled to additional compensation when they work more than the maximum number of hours in a work period.

a. Scheduled overtime – is overtime that is warranted on a continuing basis by the nature of the service or by the operation requirements of the department concerned.

b. Emergency overtime – is overtime necessitated by an unforeseen contingency, which cannot be handled without overtime within the current workweek.

4. When regular or emergency overtime is required, affected employees shall be notified as far in advance as possible.

5. All overtime must be authorized in advance by the employee's Department Head and the County Manager.

6. Overtime pay is calculated at one and one-half times the employee's regular rate of pay for all time worked beyond the established work period.



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7. When computing overtime, holidays and personal leave are not counted as hours worked.

8. Employees may not work through the lunch period and be paid overtime for such work.

9. Exempt employees are those not covered by the FLSA overtime provisions and do not receive overtime pay or compensatory time instead of overtime pay. Exempt employees will receive administrative leave after they work 43 hours a week. The time worked over 43 hours will be calculated hour for hour. The maximum administrative leave paid out is 80 hours. Exempt employees do not have to take 40 hours of Paid Time Off (PTO) to receive their Admin Leave payout. Admin Leave earned above 80 hours can be used in place of regular Paid Time Off (PTO.) Exempt employees can only use three consecutive business days of Paid Admin Leave hours instead of Paid Time Off (PTO.)

OVERTIME SHALL BE DISTRIBUTED AS EQUALLY AS IS POSSIBLE AMONG THOSE EMPLOYEES WHO ARE ABLE TO PERFORM THE WORK.

D. APPROVAL OF OVERTIME

The approval by the Department Head of the employees' timecard includes approval for any Overtime worked.

E. TIMECARDS

Federal and state record-keeping requirements obligate the Board of Commissioners to maintain accurate records and to enforce certain regulations. The following rules must be observed:

1. The FLSA requires that employers keep certain records for all covered employees, including those who are exempt from, minimum wage and overtime provisions.



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2. All employees must be paid a minimum wage for all hours worked.

3. Examples of Compensable Time Worked:

- a. All hours an employee is "suffered or permitted to work" for the employer.
- b. Caring for tools and equipment that are required by the job.
- c. Medical attention required for an on the job injury. (Day of injury only)
- d. Training in regular duties to increase efficiency.
- e. Training programs required by the employer.
- f. Clocking in prior to approval start time or clocking out after approved stop time.

4. No one may enter another employee's clock in or clock out. Failure to observe this rule may subject the violators to dismissal.

5. Workday start time must immediately be entered when the employee is ready to start work. Employee may punch in seven minutes (7) prior to start time and up to seven (7) minutes after start time and will not be charged leave.

6. Employees may not enter a starting time earlier than the time that they are scheduled to begin work, without the approval of the Department Head.

7. Employees are not required to punch their time card before lunch or when returning after lunch unless they plan to take more than 30 minutes for lunch. When an employee works for 6 or more hours, 30 minutes will automatically be deducted each day for the lunch period.



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8. Employees leaving the premises during working hours for approved reasons must clock time out when leaving and enter time in when returning. (i.e. appointments, personal errands, extended lunch, etc).

9. Employees who are absent for any reason must fill out an Employee Absence Report Form.

10. Any errors or accidental omissions on the timecard that requires correction must be forwarded to the Human Resources Department, in writing. The correction must be requested by the Department Head, not by the employee.

11. Time cards must be approved for processing by 10:00 am on Monday.

F. Department Head Responsibilities

a. Each employee's timecard must be reviewed and approved for processing no later than 10:00 am on Monday.

b. Time cards must be submitted to the Human Resources Department by 10:00 a.m. on Monday as required for pay purposes.

G. Human Resources Responsibilities

a. Human Resources will ensure each timecard has been reviewed and approved by the employee and Department Head and notify the Finance Department that timecards are ready to be pulled.

b. Checks are dated for Friday and available for pickup after 9:30 am on Friday.

H. TIME NOT WORKED – APPLICABLE FOR OVERTIME CREDIT

Excused paid absences shall count as time worked for purposes of computing overtime in the following instances:



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1. Absences on County business, including attendance at schools, training courses and programs, at the County's request.

2. Attendance at Workers' Compensation Board or compensation court proceedings.

I. BREAKS AND MEAL PERIODS

All breaks shall be arranged so that they do not interfere with County business or service to the public. Department Heads shall schedule meal periods, which will vary depending on departmental workload. Employees must schedule at least 30 minutes as an unpaid lunch break between the hours of 11:30 a.m. - 1:30 p.m. Employees are expected to be back on the job by 1:30 p.m. Lunch breaks may not be applied at the end of the day to realize an earlier stop time for that working day.

J. 40-HOUR WORKWEEK

Full-time employees (exempt and non-exempt) are responsible for working a full 40-hour workweek unless granted otherwise by their Department Head. FLSA non-exempt employees are not authorized to work more than 40 hours in any workweek unless previously authorized by their Department Head, with concurrence of the County Manager. Exempt employees are expected to work as necessary to meet the demands of their position

K. CALL BACK

All employees are subject to call back in case of emergencies, or as needed by the County to provide necessary services to the public. A refusal to respond to a call back is grounds for immediate disciplinary action, including possible termination. Employees called back to duty will be paid the appropriate rate of pay for hours worked, including the overtime rate, if applicable.