

**LEVY COUNTY
BOARD OF COUNTY COMMISSIONERS
PERSONNEL POLICIES AND PROCEDURES**

Subject: HOURS OF WORK	Effective Date: August 3, 2004	Number: 207
Applies to: All Employees of the Levy County Board of County Commissioners	Last Amended: November 7, 2023	Page: 1 of 5

Policy:

It is the policy of Levy County to establish the time and duration of working hours as required by work load and production flow, citizen service needs, the efficient management of human resources, and any applicable law.

Comments/Procedures:

- (1) The normal workweek consists of forty hours. The normal workday will vary depending on job duties. Rest or coffee breaks are considered as time worked.
- (2) The schedule of hours for employees will be determined by each department head. The department head will inform employees of their daily schedule of hours of work, including meal periods and rest or coffee breaks, and of any changes that are considered necessary or desirable by Levy County.
- (3) Department heads may schedule overtime or extra shifts. Supervisors will assign overtime to nonexempt employees (those employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act) as needed. Employees are not permitted to work overtime without the prior approval of their supervisor or department head.
- (4) Employee attendance at lectures, meetings, and training programs will be considered hours of work, and therefore will be compensated time, if attendance is requested by management.
- (5) "Reporting-Time", "Stand-By" and "Call-Out" pay will be approved as required.
- (6) Earned comp time must be recorded and tracked on electronic time records. Comp time must be used within pay period it is earned or the pay period immediately following.
- (7) All hourly employees are required to complete an individual time record showing the daily hours worked. Time records cover one workweek and must be completed by the close of each workday. The following points should be considered in filling out time records:
 - (a) Employees should record their starting time, time out for lunch, time in from lunch, quitting time, and total hours worked for each workday;
 - (b) Employees are not permitted to sign in or begin work before their normal starting time or to sign out or stop work after their normal quitting time without the prior approval of their supervisor;
 - (c) Employees are required to take scheduled lunch or meal breaks;
 - (d) Employee time records should be checked and signed by the supervisor involved. Unworked time for which an employee is entitled to be paid (paid absences, paid holidays, or paid vacation time) should be entered by the supervisor on the time record. Authorized overtime also should be identified by the supervisor;
 - (e) Unapproved absences should not be considered as hours worked for pay purposes. Supervisors should inform employees if they will not be paid for certain hours of absence; and
 - (f) Filling out another employee's time record or falsifying any time record is prohibited and may be grounds for disciplinary action, up to and including termination.

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- (8) Personnel employed in executive, administrative, professional, or certain computer-related capacities generally are exempt from the provisions of the Fair Labor Standards Act. These employees are not required to fill out hourly time records but must account for daily attendance. In addition, exempt employees will not be eligible for overtime compensation, except when the County is in a declared State of Emergency, or when performing services under a mutual aid agreement during a declared State of Emergency. In the event of a declared State of Emergency, the following provisions will apply:

PROVISIONS:

(a) Eligibility.

In the event the Board of County Commissioners declare a State of Emergency, or exempt employees are performing services pursuant to a Statewide Catastrophic Mutual Aid Agreement or similar agreement, exempt employees (as defined under the Fair Labor Standards Act) of the County who perform essential services may be required to work hours in excess of their regular schedule, as deemed necessary by the Chair or other designated member of the Board of County Commissioners, the County Coordinator, or the Director of the Emergency Management Department (herein each of these persons shall be referred to as an "Adminstrating Official"). Under the Declaration of a State of Emergency, or Mutual Aid Agreement, exempt employees shall be compensated for emergency duty hours assigned in excess of their regular bi-weekly work schedule.

(b) Authorization.

The appropriate Adminstrating Official shall authorize compensation for exempt employees for all hours in excess of their bi-weekly work schedule that are spent performing essential services during a declared State of Emergency. Only employees performing related emergency work and approved to perform such work by an Adminstrating Official shall receive compensation.

(c) Payment.

Compensation for these excess hours shall be paid at a straight time rate that is calculated by dividing the employee's bi-weekly salary amount by his/her bi-weekly scheduled hours. There will be no substitution of compensatory time for payment of excess hours.

(d) Record Keeping.

- (i) All hours worked in excess of the employee's regular bi-weekly schedule shall be documented to define duties performed and hours of work on a "Daily Work Record" in order to receive compensation.
- (ii) All hours worked in excess of the regular bi-weekly schedule shall be entered on time sheets and identified by codes determined and announced by the Clerk of Court.

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- (9) Nonexempt personnel during a declared emergency or disaster shall be compensated as follows:
- (a) The County Coordinator may close County offices and grant administrative leave with pay to the affected employees. Administrative leave is based on employee's regular rate of pay and regular daily work hours.
 - (b) All nonexempt personnel who are instructed by their Department Head or the County Coordinator to work during an impending or declared emergency or disaster, shall be eligible for overtime compensation at the rate of time and one-half (1.5 x hourly rate) regardless of whether or not they have worked forty (40) hours in that work week.

(10) Disaster Emergency Work Assignment

This policy, created by the Department of Emergency Management, establishes the framework for which employees may be assigned for work in preparation for, in response to, and/or recovery from, the impacts of a wide variety of disasters or emergency situations that could adversely affect the health, safety and/or welfare of community,

This policy becomes active in whole, or in part, as determined by County Administration when any natural, technological, or other emergency or disaster requires employees to be assigned duties for direct support of Levy County.

Emergency Essential Employees who fail to report to their work assignment may be subject to disciplinary action, up to and including termination of their employment.

Upon determination that there no longer exists a threat to the health, safety, or general welfare of the community, or there is no longer a need to provide resources to support other jurisdictions under mutual aid agreements, County Administration may deactivate this policy in whole or in part. Upon deactivation of this policy in whole or in part, employees affected by the deactivation shall be required to return to their normal duties and responsibilities, and eligibility for additional emergency disaster compensation will cease.

The need to provide emergency services may supersede other Levy County BCC operations. During an emergency or disaster, employees may be temporarily assigned to duties other than the essential functions of their position and/or assigned to work at different job sites.

SCOPE

This policy applies to all permanent full-time or part-time employees of the Levy County BCC who have been employed for at least six months.

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DEFINITIONS

Emergency Leave	Time off with pay during regularly scheduled working hours when Levy County BCC offices are closed, and employees are released from duty to an emergency or disaster.
Emergency Pay	Non-director-level exempt and nonexempt employees, who are designated by their department directors to work during emergencies when county offices are closed shall be compensated at the rate of time and one-half (1.5 x hourly rate) regardless of whether or not they have worked forth (40) hours in that work week.

PROVISIONS

All Levy County BCC employees have an emergency management obligation to be available for working assignments before, during and after disasters and/or emergencies. Employees will be notified and trained or instructed in their emergency disaster assignments annually. Employees are required to report, either by phone or in person, to their department's designated contact point prior to and immediately after a disaster and/or emergency to receive work assignments. Assignments will typically include clean-up, repair, answering citizen phone lines, manning Emergency Operations Center (EOC), and working at community distribution centers or comfort stations. Because these assignments are essential to the recovery of the community after an emergency or disaster, failure to respond or be available for assignment will be considered cause for disciplinary action, up to and including termination of their employment.

Emergency pay will begin when Levy County BCC offices are officially closed and County Administration releases employees; or when emergency conditions warrant. Emergency pay will be paid continuously for all hours worked until the emergency ends or until normal business hours resume, whichever comes first.

Exempt and nonexempt county employees who are designated by their department directors to work during emergencies will be compensated for time worked at the rate of time and one-half (1.5 x hourly rate) regardless of the number of hours worked during the pay period. In accordance with the Fair Labor Standards Act, employees required to be on site and available for duties will be paid at applicable pay rates.

If a county owned vehicle is not available for use by an employee assigned to disaster or emergency duties under this policy, the employee will be eligible for mileage reimbursement for use of a personal vehicle from the location of their usual work assignment to the location of the disaster or emergency assignment.

Exempt and nonexempt employees, who are released from duty by County Administration during normal work hours, will be compensated at their usual rates of pay for their regularly scheduled hours. Employees that are released from duty and already on official leave during this time will not be charged leave and will receive their usual rates of pay for the same number of hours as the other employees who are released from duty. Employees

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participating in out-of-town, work-related activities do not qualify for emergency pay or emergency leave, unless environmental circumstances warrant and authorized by County Administration.

Due to the Emergency Management obligation to all Levy County BCC employees, employees placed on alert during an emergency or disaster are not entitled to stand-by pay, unless they are otherwise on routine stand-by.

Exempt employees are required to submit exception reports to document time worked for which emergency pay is payable; however, exempt employees are not required to submit exception reports for emergency leave.

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