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2030- OFFICE OPERATION

The California Valley Community Service District shall operate from 8am to 3pm Monday thru Thursday for public services with the exception of holidays listed in policy# 9010.

12005- GENERAL MANAGER

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BASIC WORK HOURS: 6:45 am to 3pm Monday thru Thursday.

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8005 - HOURS OF WORK AND OVERTIME

1. This policy shall apply to all employees.
2. The regular hours of work each day shall be consecutive except for interruptions for meal periods. The regular working day is generally defined as Monday through Thursday, 6:30 a.m. until 5:00 p.m., excluding holidays, with a half hour break for lunch and a mid-morning break of fifteen (15) minutes and a mid-afternoon break of fifteen (15) minutes. Break time must be used on a daily basis and time allocated to breaks may not be accumulated. All breaks must be taken on the job site. The General Manager may authorize flexible work schedules provided it does not interfere with the regular workload of the District.
3. Tardiness shall be cause for disciplinary action. If an employee cannot report for work, then that employee is expected to notify his/her immediate supervisor within one half hour after the time the work day should have begun.
4. The work week shall consist of seven (7) consecutive days from 12:01 o'clock A.M. Monday, through midnight Sunday.
5. Overtime is defined as:
 - a. Time worked in excess of forty (40) hours in a workweek;
 - b. Time worked in excess of ten (10) hours on a scheduled workday if a four (4) day, ten (10) hour per day workweek is in effect; or,
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 - c. Time worked on a designated holiday.
 - d. Other than regular hours of work, any time worked by an employee in emergency repair or emergency maintenance of facilities of the District shall be compensated at the overtime rate of pay.
 - e. It is understood that time spent in Seminars, Conferences, and/or training sessions beyond the normal working hours is for the employee's benefit and not required as a condition of work. Any time used by employees traveling to and from seminars, conferences, or training sessions shall not be considered as time worked, and shall not be used to compute overtime unless specifically authorized by the General Manager or his/her designee in advance of travel.
 - f. Overtime compensation will not be paid to those positions designated as exempt. These positions are administrative, executive and professional
 - g. Compensated time off in lieu of overtime pay is not allowed unless specifically authorized by the General Manager or his/her designee.