

## **Hours of Work and Overtime for Classified Hourly Employees**

### **Purpose**

For classified employees this procedure outlines the work week, overtime compensation, meal periods and rest periods.

### **Scope**

The target audience for this procedure is all classified hourly staff.

### **Procedure**

#### **1. WORK WEEK**

- 1.1. The normal work week is Sunday through Saturday, beginning and ending at midnight Saturday. Every classified hourly employee shall be assigned to a regular shift during the work week, at the beginning of each work year by their supervisor. (A work year is defined as September 1<sup>st</sup> through August 31<sup>st</sup>). The district may change an employee's shift and/or work week as a result of an immediate need as determined by the district.

#### **2. LUNCH AND REST PERIOD**

- 2.1. All work shifts of more than four (4) hours shall have an uninterrupted, uncompensated lunch period of thirty (30) minutes. Each regular work shift shall consist of eight and one-half (8 ½) hours, including a thirty (30) minute uninterrupted, uncompensated lunch period. Each four (4) hour work segment shall include a ten (10) minute rest period, except that classified hourly employees working shifts of more than six (6) hours shall include two ten (10) minute rest periods.

#### **3. OVERTIME**

- 3.1. Classified hourly employees working in excess of forty (40) hours per week shall be compensated at the rate of one and one-half (1 ½) times the employee's base pay for all hours worked in excess of forty (40) hours per week.
- 3.2. Overtime assignments must have prior approval by the employee's supervisor.

#### **4. FLEXTIME**

- 4.1. Flextime allows for an employee to work alternate hours, upon approval, in order to manage personal or unforeseen circumstances. Flextime hours must be made up within the same pay period, and any one work week may not exceed forty (40) hours.
- 4.2. Employees must initiate flextime by requesting prior approval by their supervisor.

#### **5. COMPENSATORY TIME (COMP TIME)**

- 5.1. The district will not grant compensatory time.

**Supporting Documentation**

RCW 49.46.120 – Chapter establishes minimum standards and is supplementary to other laws – More favorable standards unaffected

RCW 49.46.130 – Minimum rate of compensation for employment in excess of forty hour work week – Exceptions

WAC 296-126-092 – Meal Periods-Rest Periods

WAC 296-128-550 – Regular rate of pay

WAC 357-28 – Compensation

29 USC Ch.8

201-216 Fair Labor Standards Act

**Document History**

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