
Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Hours of Work and Overtime

POLICY NUMBER: 3122

3122.1 This policy shall apply to all employees whose job classifications are subject to the *Fair Labor Standards Act (FLSA)*.

3122.2 The regular hours of work each day shall be consecutive except for interruptions for meal periods.

3122.3 The workweek shall consist of seven consecutive days from 12:01 o'clock A.M. Monday, through midnight Sunday.

3122.4 As approved by the General Manager, full-time employees will be assigned a regular schedule consisting of five consecutive eight-hour days, or a condensed schedule consisting of four consecutive ten-hour days.

3122.5 Holiday time is paid per District Policy 2030 Holidays.

3122.6 Overtime is defined as:

3122.6.1 Time worked in excess of 40 hours in a workweek;

3122.6.2 Time worked in excess of eight hours on a scheduled workday if a five-day, eight-hour per day workweek is in effect; or,

3122.6.3 Time worked in excess of ten hours on a scheduled workday if a four-day, ten-hour per day workweek is in effect; or,

3122.6.4 Time worked on a designated holiday.

3122.7 Other than regular hours of work, any time worked by an employee in after-hour emergency repair or after-hour emergency maintenance of facilities of the District shall be compensated at the overtime rate of pay at time and one-half.

3122.7.1 A schedule shall be maintained by the District General Manager or General Manager's appointee whereby maintenance employees shall be assigned, on a rotational basis, to be "on-call" on weekends, holidays, and other times not considered regular hours of work for District employees.

3122.7.2 When an employee is on-call, he/she shall be provided a cell phone, radio and/or pager which will provide notification in the event of an emergency repair/maintenance work need. Said cell phone, radio and/or pager shall be kept in the on-call employee's possession during the entire on-call period. Notification of an emergency-repair/ maintenance job may also be given verbally, in person or telephonically by the District General Manager, Office Administrator, or appropriate authority, as applicable.

3122.6.3 When an employee is on-call, he/she shall be free to utilize his/her time as desired but must remain within the general Gold Mountain Community Services District area, going no farther than 60-minutes travel time away from any District facility.

REVISED: 7/11/08, 6/10/11, 1/21/2022 & 7/15/22