

5. WORKING SCHEDULES

5.1 GENERAL HOURS OF WORK

The standard work week for full-time employees is 40 hours. Hours may vary for part-time and temporary employees, who will not be guaranteed any minimum number of hours per week. The official workday for full-time employees shall be eight (8) hours and shall be from 7:00 a.m. until 3:30 p.m. The official workweek shall be Monday through Friday.

The District's Manager will determine shifts (days and hours of work weeks) while making sure that all schedules meet legal requirements and maintain the best service. Management reserves the right to change shifts of any and all employees at any time based on the needs of the District. Employees will be given as much advance notice as possible.

Supervisory personnel may also require an employee to work an unscheduled day in place of a scheduled day within the same work week. The unscheduled day worked will be treated as a modified work schedule and will not be subject to overtime compensation.

The Supervisor will arrange for break and lunch periods. Breaks are 15-minute rest periods, which are to be taken on the premises at the approximate mid-point of every four hours worked. Rest periods are paid as if the employee has worked. Lunch periods are unpaid, and 30 minutes normally given from 12 noon to 12:30 p.m., depending upon the employee's schedule, and are to begin no later than five hours past the start of an employee's shift. The only exception is for employees who are not scheduled to work over six hours in a day, and only in this instance may an employee choose to waive their lunch period.

With prior approval, supervisors may grant employees the opportunity to work flexible work schedules, as long as such a schedule does not diminish service to clients or create an overtime liability that would not have otherwise occurred.

During a Heat Wave the District Manager can reschedule regular workday hours to 6:00 a.m. to 2:30 p.m.

5.2 CALLBACK AND EMERGENCY WORK HOURS

As operational needs of ORLAND CEMETERY DISTRICT dictate, it may become necessary for employees to be available for work beyond their daily or weekly work schedules, or to return to work after leaving ORLAND CEMETERY DISTRICT premises. An extension of the workday will be treated as overtime for non-exempt employees.

If an employee is required to return to work or is called in at a time not scheduled, the employee will be paid a minimum of two hours.

5.3 OVERTIME

The California Industrial Welfare Commission Wage Orders ("Orders") and the Fair Labor Standards Act require overtime pay for all employees who do not meet the specifications for exemption under the Fair Labor Standards Act.

All overtime must be authorized and approved in advance in writing by the employee's supervisor.

Hours worked means time actually spent on the job, exclusive of the unpaid meal period. It does not include hours away from work due to vacation, sickness, or holiday, even where these days are compensated. Unpaid sick leave, personal leave, or any other time away from work is not considered hours worked. Paid time such as holidays, personal days, vacation, sick leave, or any other paid time does not count towards "hours worked" for the purpose of overtime calculation.

Occasionally, it may be necessary to work additional hours in order to meet District needs. In such cases, employees will be given as much notice as possible but will be required to make themselves available for overtime work.

Non-exempt employees will receive overtime pay as follows:

One- and one-half times the employee's regular rate of pay for:

- All hours worked beyond 40 straight time hours in a "work week." A "work week" is defined as Monday through the following Sunday.

There are exceptions to these requirements for make-up time and for occasions where an employer approves an employee's request for substitution of workdays.

5.4 ATTENDANCE

Consistent attendance and punctuality are considered essential to ORLAND CEMETERY DISTRICT's business operations, and therefore a part of each employee's performance standards. Frequent absence, tardiness, or irregular attendance lowers overall productivity and continuity of work and often creates a burden on other employees.

Employees are required to report to their work location at their scheduled start time and work until the end of their work period, while observing proper break and lunch period schedules. Being tardy is to arrive at your work location at any time after your appointed time. If you are to begin work at 7:00 a.m., then 7:01 a.m. is tardy. 15-minute breaks are to be no longer or shorter than 15 minutes. This same approach applies to lunch breaks as well.

Tardiness, unexcused or excessive absence, or failure to report as required may result in disciplinary action up to and/or including termination. In the event an employee cannot report to work as scheduled, he/she must personally notify the District Manager or Office Manager at least one-half hour prior to the scheduled start time of their shift.

In all cases of an employee's absence or tardiness, the employee should provide supervisory personnel with a reason for the absence, and if applicable, the probable duration of the absence. If the duration of the absence is unknown, the absent employee will be required to call supervisory personnel daily to report the status of the absence. Failure to give notice when absent, unless impossible, is considered "absent without leave" and may result in disciplinary action up to and/or including termination. Absence without leave of three (3) consecutive days shall be considered job abandonment and the employee shall be deemed to have resigned his or her employment.

1. Absenteeism will be considered excessive when it reaches six (6) full occurrences, or four (4) full occurrences and four (4) partial occurrences during any 12-month period. An occurrence means one episode for a particular illness regardless of the number of days related to that