



MALAGA COUNTY WATER DISTRICT POLICIES AND PROCEDURES

Policy Title: Hours of Work and Overtime Policy No. 2010

2010.10 This policy shall apply to all employees.

2010.20 The regular hours of work each day shall be consecutive except for interruptions for meal periods.

2010.30 The work week shall consist of seven (7) consecutive days from 12:01 o'clock A.M. Monday, through midnight Sunday.

2010.40 Overtime is define as:

2010.41 Time worked in excess of forty (40) hours in a work week;

2010.42 Time worked in excess of eight (8) hours on a scheduled workday if a five (5) day, eight (8) hour per day workweek is in effect; or,

2010.43 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,

2010.44 Time worked on a designated holiday.

2010.50 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.

2010.51 A schedule shall be maintained by the Bookkeeper 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.



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2010.52 When an employee is on-call, he/she shall be provided a pager which will provide notification in the event of an emergency repair/maintenance work need. Said pager shall be kept in the on-call employee's possession during the entire on-call period of time. Notification of an emergency repair/maintenance work need may also be given verbally, in person or telephonically, by the General Manager or supervisory staff.

2010.53 When an employee is on-call, he/she shall be free to utilize his/her time as desired, but must remain within the general Malaga County Water District area, going no farther than thirty minutes travel time away from any District facility.

Date Enacted: 4-27-93

Last Revised: 6/2009

Secretary/Manager
MALAGA COUNTY WATER DISTRICT