

LDWA PERSONNEL POLICIES & PROCEDURES

SECTION XII: EMPLOYMENT CLASSIFICATIONS/COMPENSATION

1. **GENERAL POLICY.** LDWA will pay at least minimum wages and overtime wages as applicable to all employees except those who are specifically exempt from minimum wage and overtime under the Fair Labor Standards Act (FLSA) of 1938. LDWA will also provide equal pay to all employees doing similar work that requires substantially equal skill, effort, and responsibility and are performed under similar working conditions in accordance with the Fair Labor Standards Act of 1938 and the Equal Pay Act of 1963.

2. **EMPLOYMENT CLASSIFICATIONS.** There are four classifications of employees within LDWA:
 - A. **Full-time.** An employee hired for an indefinite period in a position for which the budgeted hours is at least forty (40) hours per week. Full-time employees qualify for specific LDWA benefits.

 - B. **Part-time.** An employee hired for an indefinite period in a position for which the budgeted hours is less than forty (40) hours per week. Part-time employees do not qualify for benefits, paid holidays, paid birthdays, or any other paid time off work.

 - C. **Seasonal.** An employee hired for a position which is required only for the summer or winter months. Summer or winter only employees do not qualify for benefits, paid Holidays, paid birthdays, or any other paid time off work.

 - D. **Temporary.** An employee hired to provide coverage required to maintain office business hours. Temporary employees do not qualify for benefits, paid Holidays, paid birthdays, or any other paid time off work.

3. **EMPLOYMENT STATUS.** To facilitate provisions of the Fair Labor Standards Act, employees shall also be classified as either exempt or non-exempt, with respect to eligibility for overtime payment. They shall be defined as:
 - A. **Exempt.** Positions of a managerial, administrative, or professional nature, as prescribed by Federal and State Labor Statutes shall be exempt from minimum wage and mandatory overtime payment regulations.

 - B. **Non-exempt.** Positions of a clerical, technical, or service nature, as defined by Federal and State Labor Statutes, which are covered by provisions for minimum wage and mandatory overtime payment regulations.

4. **WORK WEEK.** Standard work week begins on Sunday morning at 12:01 a.m. and ends on Saturday night at 12:00 p.m. (midnight).

5. **WORK DAYS.**

A. Full Time: As directed, scheduled and approved by the LDWA Board.

B. Part Time: As directed, scheduled and approved by the LDWA Board.

6. **WORK HOURS.**

A. Full Time: As directed, scheduled and approved by the LDWA Board.

B. Part Time: As directed, scheduled and approved by LDWA Board.

7. **ATTENDANCE.** Employees shall be in attendance at their work stations during normal working hours.

8. **BREAKS AND LUNCH PERIODS.**

A. Full-time:

(1) Breaks: Two (2) optional fifteen (15) minute paid breaks during a standard 8 hour work day. Breaks cannot be used to extend the lunch period or shorten an employees work hours.

(2) Lunch: An unpaid lunch period during a work day that extends more than 6 hours. The lunch period may be one-half hour or more, as directed by LDWA Board or designee.

B. Part-time: As approved and directed by the LDWA Board.

C. Employee breaks and lunch periods policies will be established at the discretion of the LDWA Board to ensure continuity in the flow of work.

D. If employees choose to work through their paid breaks, it is their decision to do so and no extra compensation will be given for the extra time worked.

9. **COMPENSATORY TIME.**

A. Earned Time: Full-Time hourly employees may receive compensatory time off in lieu of overtime pay at the discretion of the LDWA Board. Compensation time off will be accumulated at the overtime rate of one and one-half (1-1/2) hours for every hour worked, for all overtime hours worked. The maximum amount of compensatory time to be 'banked' on the books is 24 hours. Time earned in excess of 24 hours shall be paid as overtime.

B. Using Time: The LDWA Board reserves the right to schedule when an

employee's accrued compensatory time will be used. Written employee requests, to use their accumulated compensation time during specific dates and times, must be approved by the LDWA Board who shall honor the requests unless granting the compensatory time off would create a substantial hardship for LDWA.

10. **OVERTIME PAY.** Overtime pay would apply for over forty (40) hours worked in a work week, and shall be compensated at the rate of one and one-half (1-½) the regular hourly rate of the full-time hourly employee. If a holiday day falls within a work week, the full-time hourly employee must work forty (40) hours over and above these hours before overtime must be paid. If a full-time hourly employee works on a holiday because of an emergency situation, they will receive regular straight-time pay for the time worked, plus holiday pay OR with approval of the LDWA Board, be allowed to take the holiday off at a later date. A full-time hourly employee may place hours to compensatory time, rather than overtime, with approval of the LDWA Board.

11. **TIME SHEETS.** All hourly and salaried employees will complete and sign, as verification of accuracy, the Employee Time Sheet form showing all hours worked, including any overtime, and submit the Time Sheet as specified in SECTION V, paragraph 10, EMPLOYEE CODE OF CONDUCT.