on the needs of the District and may be changed at any time.) Employees assigned to a “9/80” schedule work 9 hours per day Monday through Thursday and 8 hours every other Friday. Break periods include a one hour lunch break and mid-morning and mid-afternoon breaks of 10 minutes each. District office hours are from 7:30 AM to 4:30 PM, Monday through Friday.

Overtime Compensation

Because the needs of the District's public are of paramount importance, it is recognized that overtime work may, on occasion, be required of any employee. When possible, advance notification of these mandatory assignments will be provided. Overtime work must generally receive prior authorization by the General Manager or his designated representative. Approval for overtime work involving emergency calls and necessary system maintenance in the field must be obtained on the following normal work day. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Hours worked and paid holiday time in excess of 40 hours per week, or hours worked on a paid holiday shall be paid at the rate of time and one-half (1.5 times the normal rate). In addition, Employees assigned to a 5-day per week, 8-hour per day schedule are paid overtime for hours worked in excess of 8 per day. Employees assigned to a 9/80 schedule are paid overtime for hours worked in excess of 9 on their 9-hour day and paid overtime for hours worked in excess of 8 per day on their 8-hour day. Paid time off (“PTO”) and accrued compensatory time off hours are not considered hours worked. Only employees who are defined as non-exempt under the federal wage and hour laws will be eligible for overtime pay (the General Manager, Office Manager, Field Supervisor are exempt and not eligible for overtime).

Failure to work scheduled overtime or overtime worked without prior authorization from the General Manager or his designated representative may result in disciplinary action, up to and including possible discharge.

Compensatory Time Off

In lieu of cash payment for overtime worked, an employee, with the General Manager's or his designated representative's prior approval, may accrue compensatory time off at the rate of time and one-half. All supervisory employees who are defined as exempt under the federal wage and hour laws may accrue compensatory time off for any worked time in excess of 8 hours per day, 40 hours per week, or on a paid holiday at the rate of straight time. (Supervisory Employees assigned to a 9/80 schedule will only receive compensatory time off for hours worked in excess of 9 per day on the day they are scheduled 9 hours.) The maximum accrual of compensatory time off is 80 hours at the end of any pay period. Any hours in excess of the maximum accrual will be automatically paid to the employee.

The employee must schedule the use of accrued compensatory time off with his/her supervisor. Employees will be granted the time off unless it would be an undue hardship on the District.

On-Call

Employees who are directly involved with the water system operations in the field are required to be "On-call" after their probationary period is completed, unless the General Manager or his designated representative approves and requires On-call duty prior to the completion of the employee's probationary period. On-call is for emergency calls after normal business hours and on week-ends. An updated On- call rotation sheet will be posted as required.

There will be one field maintenance employee On-call 24 hours a day at all times. The On-call week begins at 8:00 AM on Wednesday and continues for seven (7) full days until 8:00 AM on Wednesday of the following week. On-call personnel are required to: (1) leave a telephone number where they can be reached or carry a communicating device; and (2) be able to be in the Water District area responding to duty within one-half hour after receiving a call.