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1.0 Work Week and Office Hours

The East Multnomah Soil and Water Conservation District’s (EMSWCD’s) official work week is 12 a.m. Saturday – 11:59 p.m. Friday. EMSWCD’s normal office hours are 9:00 a.m. to 5:00 p.m., Monday through Friday.

All full-time employees must work 40 hours per work week, or use some type of leave to make up the difference. Work hours for part-time staff will be determined by their supervisor. Job announcements and job position descriptions will state when positions require work outside of the normal office hours or more flexible work hours.



2.0 Work Schedules, Attendance, and Punctuality

Employees and their supervisors must establish core work hours when employees will generally be expected to be at work. Core work hours should include all weekly hours for an employee (e.g., a full-time employee should account for 8 hours each day and 40 hours in a week).

Depending on the employee's performance, tenure, and function, employees may be able establish (with supervisor approval) and work a 'flexible' work schedule, but this does not mean employees can work whenever they like. A flexible work schedule means that: 1) employees may work hours other than a typical 9 AM to 5 PM work schedule; 2) employees may work shifts that are more or less than the standard 8 hours per day (e.g., four 10-hour days); and 3) that work schedules might change from day-to-day, week-to-week, or month-to-month. However, an employee's flexible work schedule hours and any changes to it must be pre-approved by their supervisor. On a day-to-day basis if the set flexible work schedule itself is not being changed, but employees need to work outside of the agreed upon schedule (for example for evening or weekend meetings or to make reporting deadlines), employees should note the meetings or work periods on their Outlook calendars. If employees, on an unplanned basis, will be more than 30 minutes late in arriving to or departing from work, they must notify their supervisors via phone, email, or in-person. Work schedule flexibility may be revoked by supervisors at any time if performance is lacking or objectives are not being met. Consistent unplanned, unauthorized, and/or unreported absences or tardiness from core work hours may be grounds for disciplinary action, up to and including dismissal from employment.

Employees may be asked to work outside core work hours and normal work schedules from time to time, depending on program needs. If possible, advance notice will be given to employees when this is required, although in some rare cases it may not be possible.

2.1 Unexcused Absences and Tardiness

EMSWCD understands that occasionally unforeseen obstacles will prevent employees from working or arriving to work when planned. However, it is imperative that supervisors and/or the Office Manager be notified as soon as possible when employees will be absent from work or more than 30 minutes late for scheduled work. Any pattern of unexcused absences, tardiness, or other attendance/arrival issues will be treated as a disciplinary matter, which could result in termination. Three unexcused absences in a row without any contact from the employee explaining the situation will normally be treated as an abandonment of the employee's position and the employee will be dismissed from employment with EMSWCD.

3.0 Work Breaks

3.1 Meal and Rest Breaks

Three paid breaks are provided to all employees for each work day that lasts for six or more hours: two 15-minute rest breaks and a 30-minute meal break. Salaried/exempt employees are not required to take each break. Hourly wage/non-exempt employees are required to take each break during work days lasting six or more hours, but specific conditions apply. Non-exempt employees must take one 15-minute rest break in the morning and one 15-minute rest break in the afternoon (if employees work an alternate schedule, such as the "second" or "third" shift, they should distribute the rest breaks evenly throughout the work period). For exempt and non-exempt employees, the breaks may not be combined



and may not be taken at the start or end of the workday. If employees exceed the number or duration of breaks allowed for a given six or more-hour work day, the exceedances are to be recorded as non-work/unpaid time.

3.1 Nursing Mother Breaks

Employees who are nursing mothers may take an additional unpaid 30-minute rest break for every four hours of work, unless it would create an undue hardship for EMSWCD. If necessary, supervisors may consider allowing such employees to temporarily change job duties, if the employees' regular duties do not allow them to express milk regularly. EMSWCD will provide a private location for nursing employees to express milk in close proximity to the employee's work area.

4.0 Work Over 40 Hours per Week

All full-time employees are encouraged to work 40 hours per work week. On occasion, because of the nature of many conservation projects and programs, the EMSWCD recognizes that employees may need to work more than eight hours in a given work day and/or more than 40 hours in a given work week. When possible, prior planning for an altered work schedule to maintain 40 hours per week is preferred, but there may be times when this is not feasible. In these circumstances, employees are highly encouraged to adjust work hours in the work days remaining in the work week to keep the total number of hours worked in any specific work week to 40. When this is not possible:

- Salaried/exempt employees may work more than 40 hours per work week without prior approval from their supervisor. Hours in excess of 40 per week may be recorded in a "Time Bank" (see below). If supervisors perceive that exempt employees are not managing their time effectively, supervisors may require employees to get pre-approval for work beyond 40 hours in a work week.
- Hourly wage/non-exempt employees shall not work more than 40 hours per work week without prior approval of their supervisor. Hours in excess of 40 per week may be recorded as "Overtime/Compensatory Time" (see below). Non-exempt employees will be compensated (in pay or time) for any overtime worked even if authorization was not granted, but disciplinary action may be taken.

4.1 Time Bank

Exempt employees are not eligible for overtime pay or compensatory time. Instead, when approved as described above, they may accumulate up to 60 hours in a "time bank" (one hour for each regular hour worked over the standard 40-hour week) without prior approval of the supervisor. With prior approval, employees may then apply the accrued time in the time bank toward time off on a regular workday. Accrued time in the time bank has no monetary value and is not paid out upon separation from employment. Employees will receive a monthly report indicating the amount of time they have in the Time bank. Non-exempt employees are not able to accumulate time in a time bank. (For more information on Time Banks, see Policy 1.5.8.)



4.2 Overtime and Compensatory Time

Hourly wage/non-exempt employees are eligible for overtime pay or compensatory time. Although the pay period is by the month, state law requires calculation of compensatory time and overtime on a weekly basis. Non-exempt employees shall be paid time-and-a-half or double time (as provided for in BOLI regulation) for any time worked over 40 hours per week. Alternatively, non-exempt employees may elect to receive compensatory time in lieu of paid overtime, at the rate of one-and-a-half hours accrued for each hour worked in excess of 40 hours per week. In the event non-exempt employees work more than 40 hours in a workweek, but some of those hours are for sick leave or other paid time off, the requirement for paying overtime or granting compensatory time does not apply. Overtime is calculated based on hours actually worked (unless an employment contract or collective bargaining agreement states otherwise). If compensatory time is accumulated, a maximum of 60 hours may be accrued. Although compensatory time will be recorded separately from annual leave accrual, it may be used like annual leave. If a non-exempt employee leaves employment (voluntarily or involuntarily) with the EMSWCD, they will be paid for any unused compensatory time. Employees will receive a monthly report indicating the amount of compensatory time they have accumulated. Exempt employees are not able to earn overtime or compensatory time. (For more information on overtime and compensatory time, see Policy 1.5.8.)

5.0 Time Keeping

All employees (both hourly and salaried) are required to enter work hours on a monthly basis into the time reporting system. Employees will be shown how to enter and code their time during orientation. EMSWCD's pay period is one calendar month (first to the last day). Employees are paid once a month, on the last calendar day of the month (or the day before, if a weekend day or holiday occur on the last day). Hours should be tracked throughout the month to ensure time keeping is accurate. Timesheets are due by noon two business days prior to the end of the monthly pay period, or by the end of the employee's last working day in the pay period if earlier in the month. As timesheets are due before the end of the month, the last few days of the month will be a projection. When the payroll is completed, the bookkeeper will create a printout of each employee's hours for the month. Employees must review the printout and identify any inaccuracies (i.e., differences between what was recorded for the month and what actually worked for the month), initialing it and putting it in their supervisor's inbox. If there were no changes, employees should indicate as such and initial.