

HUMAN RESOURCES POLICY/PROCEDURE		No: HR-002
OFFICE OF PRIMARY RESPONSIBILITY: Human Resources	EFFECTIVE DATE: 10/25/2001 REV. REV. DATE:	Page 1 of 3
SUBJECT: Hours of Work		

REPLACES: N/A

OBJECTIVE:

The Central Florida Regional Transportation Authority (hereinafter "Authority") was created by Part II, Chapter 343, Florida Statutes, to own, operate, maintain and manage a public transportation system in the area of Seminole, Orange, Osceola Counties, and to adopt such policies as may be necessary to govern the operating of a public transportation system and public transportation facilities. The Executive Director is authorized to establish and administer such policies. Therefore, it is necessary to establish a policy governing hours of work.

SCOPE:

This policy shall apply to all Administrative Employees of the Authority.

AUTHORITY:

Authority for this policy and procedure are as follows:

Part II, Chapter 343, Florida Statutes
Administrative Rule 3

POLICY:

It is the policy of the Authority to establish the time and duration of working hours as required by work load and production flow, customer service needs, the efficient management of human resources, and any applicable law.

The normal workweek is Sunday through Saturday, beginning and ending at midnight on Saturday, and consisting of forty hours. The normal workday will consist of eight hours of work with an unpaid meal period. Rest or coffee breaks are considered as time worked.

The schedule of hours for employees will be determined by each department head. The department head will inform employees of their daily schedule of hours of work, including meal periods and rest or coffee breaks, and of any changes that are considered necessary or desirable by the Authority.

The Authority also allows for the use of Flex Time in agreed-upon areas. Flex Time is defined as the adjustment of an employee's start and /or finish of work time as agreed upon by the employee and his Supervisor, Manager or Department Director. Use of a Flex-Time schedule shall not preclude the 40 hour work week as establish by the Authority.

Department heads may schedule overtime or extra shifts. Supervisors will assign overtime to nonexempt employees (those employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act) as needed. Employees are not permitted to work overtime without the prior approval of their supervisor/department head. For purposes of overtime compensation, only hours worked in excess of forty during a workweek will be counted.

Employee attendance at lectures, meetings and training programs will be considered hours of work, and therefore will be compensated time, if attendance is requested by management.

All nonexempt employees are required to complete an individual time record showing the daily hours worked. Time records cover two workweeks and must be completed by the close of the pay period. The following points should be considered in filling out time records:

- * Employees should record their starting time, quitting time, and total hours worked for each workday;
- * Employees are not permitted to sign in or begin work before their normal starting time or to sign out or stop work after their normal quitting time without the prior approval of their supervisor;
- * Employees are required to take scheduled lunch or meal breaks;
- * Employee time records should be checked and signed by the supervisor involved. The supervisor should also approve authorized overtime.
- * Unworked time for which an employee is entitled to be paid (paid absences, paid holiday, or paid vacation time) and unapproved absences are not considered hours worked for pay purposes. On the time record, the supervisor should check paid unworked time. The supervisor should inform employees if they will not be paid for certain hours of absence.
- * Filling out another employee's time record or falsifying any time record is prohibited and may be grounds for disciplinary action, up to and including termination.

Exempt employees should also submit a time sheet at the end of each pay period showing any exceptions to a normal workweek. Exempt employees time sheets should show any vacation, sick, holiday, or administrative time taken for record keeping purposes.

Personnel employed in executive, administrative, professional, outside sales, or certain computer-related capacities generally are exempt from the provisions of the Fair Labor Standards Act and, therefore, will not receive overtime compensation.

EXCEPTIONS TO THIS POLICY:

Any exceptions to this policy must be pre-approved by the Executive Director.

AUTHORIZATION:

Executive Director

Bryan W. Brooks

Date:

14 Jan 02

Department Director

L. J. J. J. J.

Date:

1/15/02