

## **8.0 PAYROLL INFORMATION**

### **8.1 Paycheck Information**

You will receive your paycheck semi-monthly; your specific payday is posted at your work site. Those paychecks are issued for the pay periods ending on the last day and the 15<sup>th</sup> day, respectively, of each month. Checks will be distributed personally to employees. EOC offers free, automatic payroll deposit to the employee's bank account. If you elect this, you will receive a payroll voucher on payday, reflecting the deposit to your bank account and all withholdings. If a payday occurs on a weekend or a holiday, you will receive your check or voucher on the closest business day.

If you are absent on a payday, your check/voucher will be held until the next business day, at which time it will then be mailed to you, unless you have made arrangements with the Payroll Department. For your protection, your paycheck/voucher will not be given to any other person, except on your written request. There are normally no advances of pay.

We are required by law to make certain deductions from your pay. Garnishments, wage assignments, liens and other legal arrangements will be handled confidentially and in compliance with the law.

Most non-exempt employees are paid at a single hourly rate; however, we have some employees with special pay situations; details are available from the Human Resources Department. If you find any error in your paycheck or voucher (pay rate, hours worked, etc.), you must report the error to your supervisor or the Payroll Department immediately for correction.

### **8.2 Overtime For Non-Exempt Employees**

There may be occasions when the workflow is such that EOC may need non-exempt employees to work beyond their normal shift. EOC will provide non-exempt employees with overtime pay in accordance with state and federal laws. Details regarding when overtime pay applies are posted on the bulletin boards. Employees are expected to cooperate with requests to work overtime. Overtime will be offered or assigned to individuals at the sole discretion of EOC.

Each instance of overtime must be approved in advance by your supervisor initialing your time sheet. It is your responsibility to obtain approval from your supervisor before working overtime. Employees who work unauthorized overtime will generally be paid for the time worked; however, repeated failure to get advance approval may result in disciplinary action, up to and including termination.

Exempt employees will not receive overtime pay. Paid time off (vacation, sick time, holidays, etc.) does not count toward overtime.

### **8.2.1 Overtime for Multiple-Position Assignments**

Where an employee is approved by Human Resources for a multiple-position assignment, or otherwise has more than one pay rate in effect for the hours worked during a payroll workweek, overtime will be calculated based on a weighted average for that payroll workweek. Using this method, the employee's total straight-time wages for the workweek at all applicable rates of pay are divided by the employee's total hours worked at all jobs. This will give us the employee's straight-time, or "regular rate" for the week for all of the hours worked; overtime will then be based on this "regular rate."

For example: An employee works 20 hours in the week in a position that pays \$10 per hour and 20 hours that week in another position that pays \$9 per hour, with no overtime. The employee will be paid a total of \$380 for the week ( $20 \times \$10 = \$200$ ;  $20 \times \$9 = \$180$ ;  $\$200 + \$180 = \$380$ ). EOC would divide the total wages by the total hours to get the employee's regular rate of \$9.50 for that week ( $\$380 \div 40 = \$9.50$ ).

If that same employee worked overtime, the first step again is to determine the regular rate for all hours worked. So if the employee worked 25 hours in the \$10 position and 20 hours in the \$9 position, the calculations for the regular rate would be as follows: The employee would be paid \$430 at straight-time for all hours worked that week ( $25 \times \$10 = \$250$ ;  $20 \times \$9 = \$180$ ;  $\$250 + \$180 = \$430$ ). Again, EOC would divide the total wages by the total hours to get the regular rate of \$9.56 for all those hours ( $\$430 \div 45 = \$9.56$ ). All 45 of these hours were paid at the applicable straight-time rate (which is how we got the \$430), so only the extra 50% premium of \$4.78 is to be added for the overtime hours (50% of  $\$9.56 = \$4.78$ ). So, in addition to the \$430 paid at straight-time for the hours worked this week, the employee would also receive another \$23.90 for the 5 hours of overtime that week ( $5 \times \$4.78 = \$23.90$ ).

### **8.3 Compensatory Time Off For Non-Exempt Employees**

When overtime has been authorized, non-exempt employees may request to take compensatory time off ("CTO") instead of overtime pay. In order to be eligible for CTO, the employee must request CTO in writing and have it approved by their supervisor before working any overtime. Exempt employees are not eligible for CTO. CTO is granted at the same rate as would be the overtime premium pay; that is, one hour of overtime worked would result in one and one-half hours of CTO. CTO must be taken during the same pay period in which the overtime was worked, or else the overtime will be paid in accordance with normal pay practices. CTO must be taken during the employee's normally scheduled work time. Time cards must accurately reflect all hours worked and CTO taken.

### **8.4 Make-Up Time For Non-Exempt Employees**

When a non-exempt employee needs time off to tend to personal obligations, but does not want to lose paid time or use paid time off to do so, the employee may request "make-up time". If make-up time is approved, the employee may take time off and then

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make up the time later in the same workweek, or may work extra hours earlier in the workweek to make up for time that will be taken off later in the same workweek. **Make-up time under this arrangement will not be paid at an overtime rate.**

Make-up time requests must be submitted in writing to your supervisor, with your signature, on the EOC's form (see Appendix). Requests will be considered for approval based on the legitimate business needs of the EOC at the time the request is submitted. A separate written request is required for each specific occasion the employee requests make-up time.

If you request time off that you will make up later in the week, you must submit your request at least 24 hours before the desired time off. If you ask to work make-up time first in order to take time off later in the week, you must submit your request at least 24 hours before working the make-up time. **Your make-up time request must be approved in writing before you take the requested time off or work the make-up time, whichever is first.**

**All make-up time must be worked in the same workweek as the time taken off.** EOC's standard workweek begins at 12:00 a.m. Monday morning and ends at 11:59 p.m. the following Sunday night. Employees may not work more than eleven (11) hours in a day or forty (40) hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

If you take time off and are unable to work the scheduled make-up time for any reason, the hours missed normally will be unpaid. However, your supervisor may arrange with you another day during the same workweek to make up the time if possible, based on scheduling needs. If you work make-up time before you plan to take off, you must take that time off, even if you no longer need the time off for any reason.

An employee's use of make-up time is completely voluntary and it is the employee's decision to request it in any instance. EOC does not encourage, discourage or solicit the use of make-up time.

### 8.5 Reporting Time Pay

When a non-exempt employee reports to work at his/her regularly scheduled time, but no work is available due to the EOC's operating demands, the employee will be paid for one half of the number of hours s/he was otherwise scheduled to work (not counting overtime). This "reporting time" pay will be in an amount of not less than two (2) hours, nor more than four (4) hours. Also, if an employee is required to report for duty on what would otherwise be the employee's regularly-scheduled day off, you will be paid for your actual time worked, but receive a minimum of two hours of pay for your time that day.

Reporting time pay will not be provided if the employee is unable to work for reasons other than the EOC's operating demands. In other words, there is no reporting time pay when the unavailability of work is due to matters such as: threats to EOC property; closure recommended by civil authority; failure of public utilities; act of God or other causes not within EOC's control; the employee's unfitness for duty; or where the employee has not reported on time and is terminated or suspended as a disciplinary

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action. Similarly, where an employee reports for work and leaves early because of his/her own needs or initiative (such as being sick, etc.), the employee will be paid only for the actual time worked, even if that is less than two hours.

### 8.6 On-Call Time

Some employees will occasionally be assigned to carry a pager to enable them to respond to emergency needs related to their position. Time spent holding a pager is called “on-call” time. Employees holding a pager are free to do as they like, so long as the pager remains on while you are “on-call.” Since you are free to go anywhere and do as you like, time spent “on-call” holding a pager is **not** work time and is not to be recorded on your time sheet. If paged, “work time” begins when you actually respond to a page; non-exempt employees must record their time accordingly. The pay of an exempt employee is not affected by responding to emergency needs; exempt employees will receive their normal salary for the week.

The only restriction on your freedom when “on-call” is that you remain fit for duty (i.e., do not become drunk, etc.) and able to report to work within approximately thirty (30) minutes of being paged. If you become ill, plan to travel or for any reason do not wish to be available to respond to a page, be sure to let your supervisor know that your pager will be off. Detailed procedures regarding “on-call” status are available from the Human Resources Department.

### 8.7 Travel Time

With the exception of your commute between home and work, most travel time is considered work time. Normally, on any given day, the time you spend traveling to the first place you report for duty, and the time you spend traveling home from your last place worked will be your commute time. Time spent traveling between work sites will normally be work time. If you are traveling out of town or are assigned to an unusually distant work site for the day, then the time spent traveling beyond your normal commute would normally be considered work time.

So, if you are assigned to work in Atascadero four days a week and in San Luis Obispo one day a week, your commute between your home and your assigned location each day would not be work time. In other words, you are not “at work” until you at least show up at your first location for the day, and once you are done for the day, your drive home is on your time. But if you need to report to one location and then drive to another for work reasons, your time traveling between work locations would be work time. That is because your EOC duties required you to travel from one site to another.

If you are traveling out of town and driving more than you normally would in your commute (such as a San Luis Obispo-based employee being sent to Bakersfield for the day), all of your time spent driving would be work time. If you are driving from your home to the airport, and that drive is roughly the same as a normal commute, your “work time” would start once you got to the airport. In other words, your “commute” that morning to your first work location would be your drive to the airport. Time spent in

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actual travel, such as being a passenger in the car or on the plane, is also considered work time, even if you are sleeping or reading a magazine. This is because EOC is requiring you to spend that time traveling. However, once you reach your destination, your time spent resting at a hotel or shopping, or otherwise free from EOC duties would not be considered work time.

When your time spent traveling is “work time,” you will be paid for your time in accordance with normal pay procedures. Please see the Human Resources Department if you have any questions.

### **8.8 Pay Increases**

Pay increases must be earned; they are not automatic. Pay increases may be given for reasons such as cost-of-living, equity adjustments, promotions or merit. Increases will be dependent upon factors such as availability of funding and funding regulations. Employee compensation will be reviewed periodically, generally about once per year.

### **8.9 Bilingual Pay**

All employees must be sufficiently fluent in English to perform their assigned jobs. However, since many of EOC’s clients do not speak English, the Agency also has a need for employees who are skilled in other languages that are prevalent in our areas of operation. Some positions may be designated as bilingual/biliterate positions, based on Agency need.

Non-exempt employees designated positions will receive an additional, hourly pay differential as an approved “bilingual and/or biliterate employee.” The employee must pass a bilingual/biliterate exam in order to be approved. This pay differential is not automatic; specific approval and a formal, written status change are required.