

3.0 PAYROLL, SCHEDULING AND OVERTIME PRACTICES

3.1 WORK WEEK AND WORKING HOURS

The normal workweek (Wednesday at 0000 hours and extending to Tuesday at 2400) consists of forty (40) hours or five 8 hour days, however, this should not be considered as a guarantee of any specific amount of work being made available. Supervisors and employees are expected to accomplish service priorities in a timely fashion within the normal workweek to the greatest extent possible. The hours of employment shall be fixed by Supervisors with concurrence of the District Manager.

3.2 WAGE COMPENSATION

3.2.1 Overtime Compensation - Overtime worked under normal circumstances in excess of eight (8) hours per day or 40 hours in a work week shall be paid at 1 ½ times the employee's regular rate of pay per hour. Emergency call-outs will earn a minimum of 2 hours overtime.

Exempt employees are "exempt" from earning overtime and shall not receive any additional compensation for any work over 8-hours per day or 40 hours per week, including comp time or any other form of compensation other than their normal salary. Exempt employees shall receive their normal salary for any day worked under 8-hours or any week worked under 40 hours.

3.2.2 Bureau of Labor and Industries (BOLI) Statement. *(Resolution #71 adopted March 11, 2003.)*

- A. Management can set a maximum on the amount of hours accrued; and can determine whether to pay the overtime or issue the compensation time; and, can choose to pay overtime in lieu of allowing the employee to use their compensation time if the employee chooses to use their time at a period that is non-beneficial to the employer.
- B. A maximum of 16-hours of compensatory time may be accrued. An employee will be automatically paid for all compensatory hours in excess of 16-hours at the end of any pay period. Payment will be at their current rate of pay.
- C. An employee who elects to utilize their accrued compensatory time shall use the time in full-hourly increments.

3.2.3 Wage Policy - The District maintains a pay plan covering all positions in the District, showing the minimum and maximum rates of pay. In arriving at such salary ranges, consideration is given to prevailing rates of pay and benefits for comparable work in other public and private employment, including consideration of conditions of work and basic pay, current costs of living, the local economy and wage adjustments in the community, suggestions of Supervisors, and the District's financial condition.

3.2.4 Wage Compensation and Steps - All hourly and salaried positions will have in place a ten (10) step wage step schedule, maintained by the District Manager. This schedule will be reviewed yearly to keep it current with similar economics of similar communities and agencies. Employees will automatically acquire the annual step raise based on their longevity, on their anniversary date. *(See 2.7.5 Anniversary Dates)*. Wage step compensation may be terminated by the Board of Directors at any time.

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An employee who reaches the top step in their range will no longer acquire a step raise unless they are promoted to a different category which pays at a higher rate and the employee is not at the top step of that new category.

Upon hire or promotion, an employee may be placed anywhere in the step range at the discretion of the District Manager based upon competency.

Compensation will be reviewed by the Supervisor at the end of an employee's orientation and/or evaluation. An increase may be recommended by the Supervisor with concurrence of the District Manager based upon competent and commendable service.

The District Manager may make salary recommendations to the District Board of Directors based upon merit and cost of living. For exceptional performance a Supervisor may recommend a merit increase to any employee paid below the top of the range, and if granted the merit increase shall not be guaranteed to continue. If the employee ceases to perform the job at a high level, the merit increase granted may be reduced to the step appropriate at any time.

3.2.5 Out of Class Pay - Any collection or treatment system operator that becomes certified at the grade 1 or grade 2 treatment levels shall be placed in the grade 1 or grade 2 treatment pay scales, if by doing so, the operator's wage would increase. Once the operator attains a grade 1 treatment certification or above, that operator shall then be placed on the treatment standby rotation.

3.2.5.1 Pay Scale Placement - Once certified at a given treatment level, that collection operator shall be placed in that grade treatment pay scale at the first level in which their hourly wage would increase by at least \$0.50 per hour.

3.3 REST PERIODS

A. Employees will take a 15-minute rest period during each half shift, scheduled at or near as feasible to the middle of each half shift. Consistent with operating requirements, employees who at the request of the District work two or more hours beyond their regular quitting time shall receive a 15-minute rest period before starting on the next shift in addition to the regular rest periods occurring during the shift. Rest periods shall not interfere with or be detrimental to the public safety. Rest breaks are mandatory and subject to disciplinary action up to and including termination. Rest periods shall not exceed a total of fifteen (15) minutes each except;

- (1) The District will provide, an additional unpaid rest periods to accommodate an employee who needs to express milk for her child. The employee shall provide reasonable notice to their supervisor that the employee intends to express milk upon returning to work. As long as it does not impose an undue hardship on the operation of the District's business, an employee shall be provided, in addition to the 15 minute paid rest period in A of this section, an additional 15 minute rest period to express milk during each four hour work period, or the major part of a four hour work period, to be taken by the employee approximately in the middle of the work period. The employee shall, if feasible, take the rest periods to express milk at the same time as the rest periods or meal periods that are otherwise provided to the employee. The employee may work before or after her normal shift to make up the amount of time used during the unpaid rest periods. If the employee does not work to make up the

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amount of time used during the unpaid rest periods, the District will not compensate the employee for this time.

- (2) The District will treat any unpaid rest periods used by the employee to express milk as paid work time for purpose of measuring the number of hours the employee works, when determining the District's contribution to the employee's health insurance.
- (3) The employee may use the board room to express milk in private.

3.4 MEAL PERIODS

Hourly employees shall be granted an uncompensated meal period not to exceed one hour during each work shift of six or more hours. Consistent with operating requirements, meal periods shall be scheduled at or about the middle of the work shift. Meal periods less than one hour, but not less than 30 minutes, in duration may be granted at the discretion of the District Manager.

3.5 PAYDAY

The District's payday is the fifteenth (15th) and the last working day of the month. If payday falls on Saturday you will be paid on Friday and if payday falls on Sunday you will be paid on Monday. Payment may be made by automatic electronic deposit (ACH). The District does not offer payroll draws.

3.6 PAYROLL DEDUCTIONS

3.6.1 Required Deductions - Deductions from every paycheck shall include:

- A. Federal Withholding Tax;
- B. State Withholding Tax;
- C. Social Security Taxes (FICA);
- D. State Accident Insurance-Employee Surcharge;
- E. Court ordered child support payments or garnishments;
- F. Retirement;
- G. Insurance contributions, if any.

3.6.2 Optional Deductions - Other deductions may be made from the employee's paycheck with the employee's written request, they must be for the employee's benefit and must be recorded by the District; and the ultimate recipient of the money withheld is not the employer, including, but not limited to:

- A. Credit Union participation;
- B. United Way contributions;

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- C. Any other deduction of general interest to District employees may be authorized by the District Manager in writing;
- D. Internal Revenue Code Section 125 Cafeteria plan withholdings authorized in writing by the employee.

3.6.3 Deferred Compensation - Any District employee may elect to enroll in a deferred compensation plan approved by the District. Deferred compensation accounts will be established on behalf of any employee who is willing to make contributions to the plan in accordance with plan requirements.

3.7 MEDICAL, LIFE INSURANCE AND RETIREMENT

The District provides group medical, dental, life, short term disability and accidental death and dismemberment insurance.

Coverage begins the first of the next month following a 60-day waiting period and per any applicable eligibility for any specific plan. Information regarding specific benefits is available from the Director of Administrative Services. For employees where both spouses are employed by the South Suburban Sanitary District, for the spouse last hired, the District will provide only coverage for the employee and will not participate in duplicate family coverage.

The District participates in the Public Employee Retirement System for employees who have completed their orientation period (six months) and work over 600 hours per year in a full time position. Effective date of membership is the first day of the calendar month after the waiting period requirement has been met. Information about contributions and retirement or disability benefits may be obtained from the Director of Administrative Services or from the Public Employee Retirement System. (PERS.)

3.8 TIME RECORDS

Timecards must serve as an accurate record of the time for which each employee is paid wages and overtime. Each employee, including supervisors and managers, is expected to record accurately the time spent working on District business. Timecards must be submitted to the payroll department prior to the employee leaving work on the 10th & the 26th of each month. Timecards must be signed by the employee and their immediate supervisor.

All District salaried employees are considered as “Exempt” status. All District “Exempt” employees shall be compensated on a salaried basis. Exempt employees shall record their time spent while at work.

Falsifying a timecard shall result in disciplinary action which may include termination of employment. *(This includes your own or another employees).*

3.9 PAY UPON SEPARATION

A regular employee terminating employment with the District will be paid any earned and unpaid wages then due for hours worked, and compensatory time, which shall be paid at the employee’s hourly rate.

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When an employer terminates an employee or the employment is terminated by mutual agreement, the final paycheck must be paid not later than the end of the first business day after termination (ORS 652.140(1)). If an employee resigns and fails to give at least forty-eight (48) hours advance notice prior to quitting District employment, pay upon separation shall be paid within five (5) days of termination, excluding Saturdays, Sundays and holidays, or at the next regularly scheduled payday, whichever occurs first (ORS 652.140(2)). When at least 48 hours of notice is given, excluding Saturdays, Sundays and holidays, the paycheck is due on the final day worked. If the final day worked falls on a Saturday, Sunday or holiday, the paycheck is due not later than the end of the next business day. (ORS 652.140(2) and (3))

Vacation benefits shall be paid upon termination of employment per Section 5.1.1, Table 5.1.1. (Accrued sick leave shall be reported to PERS, but accrued sick leave will never be paid upon separation from employment with the District. (*See 5.1.2 Carry Over*).

3.10 JOB SHARING

A job sharing position is a regular full-time position that is held by two individuals on an interdependent, shared-time basis. The duties and responsibilities of the single position will be divided so as to provide total coverage by the two partners. The partners will normally divide the required working hours, not to exceed a total of forty (40) hours per week, within a pay period.

Each partner in a job sharing position must have, or be capable of having, all the knowledge, skills and abilities necessary to perform the job.

Job share partners will share the benefits of the regular full-time position. Vacation, sick leave and holiday benefits will be pro-rated on the basis of hours worked.

Retirement benefits will be provided to job share partners based on salary received. Job share partners have the same rights and privileges under the retirement plan as regular full-time employees.

Each job share partner receives the same life insurance coverage as other regular full-time employees.

The District pays 100% of the cost of health and dental insurance for one full-time equivalent position. If a position is job-shared, each partner shall be eligible for insurance benefits up to a maximum equivalent percentage of the cost of insurance benefits offered a full time employee. This percentage is determined by the ratio such partner's share of the job bears to full time employment

Job sharing shall be implemented, continued or terminated at the discretion of the District based on operational efficiency.

Specific scheduling arrangements shall be determined by the Immediate Supervisor and should be a function of the needs of the District, the nature of the job and the desired of the job share partners.

3.11 STANDBY POLICY

3.11.1 Standby Duty - Collections Operator Non-Mandatory Response - Collections operators are not placed on mandatory standby duty and are not required to respond to any call-out for any reason. If

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a collections operator chooses to respond to a call-out, that operator shall be responsible to complete the following **call-out response requirements**:

- Respond to the site of the emergency within 45 minutes of accepting the call-out.
- Investigate the root cause of the emergency and provide troubleshooting.
- Make any temporary/permanent adjustments or minor repairs to the system in order to prevent equipment damage, spills, or public health/environmental nuisances.
- Respond to any additional call-outs within the first 2-hours of the initial call-out.
- Document the following:
 1. The responder initials and time of call-out acceptance
 2. The emergency responded to and the time of arrival
 3. The root cause and the actions taken
 4. The time that the operator leaves to return home

The standby operator shall not perform any of the following **restricted activities** without further guidance or assistance:

- Enter into any confined space or trench
- Perform any construction work in a street
- Operate a backhoe, hydro-excavator, CCTV van, or any other heavy equipment other than a forklift
- Attempt to perform operation or maintenance beyond their competency level or as defined by their normal duties.

In the event that a standby operator needs to do any of the restricted activities, and that there exists extenuating circumstances that require the restricted activities to be performed, that standby operator will need to contact an additional collections operator for assistance. The need to contact additional employees shall be at the good judgment of the standby operator. Employees contacted by the standby operator are not required to respond. In emergency situations the standby collections operator may also contact the standby wastewater treatment operator.

Any standby operator, who accepts response, and performs any of the restricted activities without assistance or does not fulfill all of the call-out response requirements, shall be subject to disciplinary action including discharge from employment. The District Manager shall have the final word on all disciplinary action from issues related to call-outs.

3.11.1.1 Collections Operator Non-Mandatory Response Scheduling & Compensation - Voluntary collections standby lists shall be compiled on a monthly basis. All collections operators that wish to be included on the standby list shall inform the collections supervisor prior to the next month or will not be included on the list. Any collections operators listed on the previous month standby list will automatically be added to the new list unless they inform the collections supervisor that they prefer not to be on the next month's standby list.

Collections operators responding to non-mandatory call-outs shall be fit for duty. Employees shall not report to work or respond to a call-out while under the influence of intoxicating liquor or controlled substances. Employees on light duty are not eligible to respond to call-outs and shall be temporarily taken off the list until they are returned to full duty.

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At the beginning of every month, the collections supervisor shall construct a hierarchal standby list with the last position standby operator moved up to the first position of the list and all other operators moved down one position in the list.

Collections operators that choose to respond to a call-out shall be reimbursed at a rate of 1 ½ times the employee's regular rate of pay per hour of emergency response, with a minimum call-out reimbursement of 2 hours. Collections operators that choose to respond to a call-out that falls on a regular District Holiday shall be reimbursed at a rate of 2 times the employee's regular rate of pay per hour of emergency response, with a minimum call-out reimbursement of 2 hours.

Additional call-outs within the initial 2 hour period shall count as part of the initial response. Additional compensation shall occur at a rate of 1 ½ times the employee's regular rate of pay per hour of emergency response after the initial 2-hours on any non-District holiday. If the standby operator responds to a call within 2-hours prior to beginning her/his normal work shift, he/she can optionally stay on the premises, but will not receive any additional compensation.

3.11.2 Wastewater Treatment Operator Mandatory Standby Duty - Wastewater operators shall be required to serve on standby duty for the period of at least one-week in a weekly rotation. During the standby period, the wastewater operator assigned to standby duty shall be responsible to respond to all critical alarms generated by the wastewater treatment facility.

Employees while on mandatory standby shall remain fit for duty and ready to respond to call-outs. Employees shall not report to work or respond to a call-out while under the influence of intoxicating liquor or controlled substances. Wastewater treatment standby operators out on sick leave (for their own personal illness), or on light duty are not eligible to respond to call-outs and shall be temporarily taken off mandatory standby until they are returned to full duty.

In the event that an operator on mandatory standby becomes un-fit for duty during the week of standby, the Plant Supervisor shall arrange a replacement standby operator and that standby operator shall receive a pro-rated standby compensation for the remainder of the standby week. The operator that has become un-fit for duty shall receive a prorated standby compensation for time previously served on standby.

Upon responding to a critical plant alarm, the standby operator is required to fulfill all of the following **call-out response requirements**:

- Respond and acknowledge alarms at the treatment facility within 30 minutes of receiving the call out.
- Investigate the root cause of the alarm and provide troubleshooting.
- Make any temporary/permanent adjustments or minor repairs to the facility in order to prevent equipment damage, spills, or NPDES violations from occurring
- Make an entry in the plant log book including:
 1. The responder initials
 2. The critical alarm responded to and time of acknowledgement
 3. The root cause and the actions taken
 4. The time that the operator leaves the treatment facility

The standby operator shall not perform any of the following **restricted activities** without further guidance or assistance:

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- Enter into any confined space
- Venture out into any water body
- Change a chlorine cylinder
- Attempt to perform operation or maintenance beyond their competency level

In the event that a standby operator needs to do any of the restricted activities, and that there exists extenuating circumstances that require the restricted activities to be performed, that standby operator will need to contact an additional operator, or collections employee for assistance. The following protocol shall be used in determining appropriate contact of additional assistance for performing restricted activities:

1. The standby treatment operator shall first attempt to contact the next treatment operator on the standby rotation. If the next standby treatment operator cannot be contacted, the next standby operator on the rotation shall be called.
2. The need to contact additional employees shall be at the good judgment of the standby operator. Employees contacted by the standby operator are not required to respond.

Any operator who performs any restricted activities without proper assistance or does not fulfill all of the call-out response requirements shall be subject to disciplinary action including discharge from employment. The District Manager shall have the final word on all disciplinary action from issues related to call-outs.

3.11.2.1 Wastewater Treatment Operator Standby Schedule & Compensation - Operators shall be designated as on standby duty for a period of one week per rotation as regularly scheduled by the Plant Supervisor. Standby duty begins at the end of the shift on the rotation day as designated by the Plant supervisor within the Monday through Friday work week. Standby duty ends at the beginning of the shift, seven days later on the next rotation day as designated by the Plant Supervisor.

Operators shall be required to have at least one week off in between standby periods unless otherwise authorized by both the plant supervisor and the district manager. Operators that wish to trade standby periods may do so if approved by both the plant supervisor and the district manager.

Operators shall be compensated at a flat rate when on standby duty. The flat rate shall be determined annually by the District Manager, subject to approval by the District Board. In addition to the weekly flat rate, the wastewater treatment operators shall be reimbursed at a rate of 1 ½ times the employee's regular rate of pay per hour of emergency response, with a minimum call-out reimbursement of 2 hours.

Additional call-outs within the initial 2 hour period shall count as part of the initial response. For additional time after the first 2-hours, the employee shall be compensated at a rate of 1 ½ times the employee's regular rate of pay per hour of emergency response. If the standby operator responds to a call within 2-hours prior to beginning her/his normal work shift, he/she can optionally stay on the premises, but will not receive any additional compensation.

Treatment operators currently on standby schedule for wastewater treatment are eligible to be listed on the non-mandatory response list for the collection department as long as they are certified in wastewater collections system operation.

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3.11.2.2 Wastewater Treatment Operator Weekend Duty and Holiday Duty - The operator that is currently on standby shall be responsible to work the weekend and holiday duties. While at the treatment facility during weekend and holiday duty, the standby operator shall perform any daily facility inspection and testing required in order to maintain NPDES compliance and as designated by the Plant Supervisor. Restricted activities and additional assistance protocol for the weekend duty are as listed in section 3.11.2.

3.11.2.3 Wastewater Treatment Operator Weekend & Holiday Duty Schedule & Compensation - The operator that is currently on standby shall be responsible to visit the treatment facility for 2 hours on Saturday and 2 hours on Sunday, and 2 hours on regularly scheduled District holidays. The Standby Operator may leave the facility prior to 2 hours with no loss in compensation as long as all weekend duty tasks have been completed for the day as designated by the Plant Supervisor. This time shall be recorded by the operator in the time card as 2 hours of operations and shall not be considered falsifying a timecard. The standby weekend duty wastewater operator shall be compensated at their regular hourly rate for time spent at the treatment facility for the first 2 hours during each weekend duty day.

Standby operators scheduled to work on the weekend or holiday may vary the time of day that they attend the treatment facility at the discretion of the plant supervisor.

Standby operators that are scheduled to work on the weekend are required to take 4 hours off between Wednesday and Tuesday of the week for a total of 36 hours in the week. The day(s) selected for the mandatory 4-hours total (or part) off shall be at the discretion of the Plant Supervisor.

Any additional time needed at the treatment facility on the weekend duty beyond 2 hours shall be at the discretion of the standby operator and the standby operator shall be compensated at a rate of 1 ½ times their regular hourly rate. If the standby operator needs to work over 2 hours on any weekend duty day, a description of the need to work over 2 hours on a weekend duty day shall be documented.

Standby operators that are scheduled to work on a holiday will be paid 2 hours at a rate of 1 ½ times their regular hourly rate, if worked hours are in excess of 40 hours in a week.