

ARTICLE 10 WORK TIME

A. **WORK WEEK:** The standard work week in Three Rivers/Josephine County School District commences at 12:01 a.m. Sunday and concludes at 12:00 midnight Saturday. The work time for regular full-time employees shall consist of forty (40) hours of work during this standard work week.

B. **WORK DAY:** The standard work day for a regular full-time employee shall consist of a minimum of eight (8) hours of work, not to exceed 10 (ten) hours of work excluding lunch period. For a regular part-time employee (less than eight hours) the work day shall consist of the number of daily hours established for the particular job they fill. District business days will be Monday-Friday.

C. **CALL IN REQUIREMENT:** Any bargaining unit member whose shift begins at 12:00 noon or thereafter will provide at least four hours prior notice to their supervisor of such absence and the reasons therefore.

D. **LUNCH PERIODS:** Employees who work six (6) or more hours a day shall have scheduled an uninterrupted lunch period of one-half ($\frac{1}{2}$) hour, and such lunch period shall not be credited as time worked for any purpose and shall not be paid time. The lunch period shall be scheduled by the supervisor as nearly as is practicable to mid-shift.

Regular part-time employees may have lunch periods scheduled as is practicable and prudent, of not less than one-half ($\frac{1}{2}$) hour duration, upon agreement between the employee and supervisor.

E. **BREAKS:** Each employee shall be eligible for a fifteen (15) minute break during each work shift of four (4) continuous hours, normally between one and one-half ($1\frac{1}{2}$) and two and one-half ($2\frac{1}{2}$) hours after the start of the shift. Breaks shall be scheduled by the supervisor. Except in an emergency, any employee who is scheduled to work four (4) or more hours in one (1) day shall receive fifteen (15) minutes of paid break time during the four (4) hours. Except in an emergency, any employee who works eight (8) or more hours in one (1) day shall receive thirty (30) minutes of paid break time during the eight (8) hours. Employees who are scheduled for less than four (4) hours may be scheduled for breaks at the discretion of the supervisor.

F. **REPORTING TIME:** Each employee shall report for work on time at the beginning of their work day as established by the supervisor, unless notified otherwise prior to that employee's reporting to work. Regular employees reporting to work, but not put to work, shall receive two (2) hours pay unless notified prior to the reporting time that their services are not required.

G. **OVERTIME:**

1. Employees working a five (5) day work week shall be compensated at the rate of time and one-half (1½), in the form of pay or compensatory time off, at the discretion of the employee for overtime work in excess of eight (8) hours per day or forty (40) hours in any designated workweek. For the purpose of computing overtime, all time for which an employee is compensated, including paid leave, shall be credited as time worked. The District will not pay overtime and double-time for the same hours worked.
 - a. Employees working a four (4) day work week, will earn overtime in excess of ten (10) hours per day or forty (40) hours per week.
2. Overtime shall be computed to the nearest quarter hour. Overtime pay shall be based on the actual number of hours on duty, except in the case of call back time.
3. In the event that sufficient acceptable personnel do not voluntarily accept overtime, additional personnel, as deemed necessary by the District, shall be required to work overtime.
4. Overtime is to be approved by the supervisor in advance. In the event of an emergency, approval may be given after the fact
5. Wastewater Treatment Operators who inspect facilities on the weekends will receive two (2) hours of overtime each weekend day, if a problem occurs requiring more than two (2) hours of work on one or both of those days, the Operator shall contact the Director of Maintenance prior to performing the additional work. Overtime payment or compensatory time will be paid at time and one-half (1½) for actual hours worked, once the criteria in #1 above are met.

H. COMPENSATORY TIME:

1. Compensatory time off must be taken within twelve (12) months from the time it is earned. If the District is unable to schedule such compensatory time off within the period, the employee shall be paid upon request in their regular pay period. When comp time is earned as overtime, it will be compensated at the rate of time and one-half (1½).
2. Accrual and use of compensatory time are to be approved by the supervisor in advance. In the event of an emergency, approval to accrue compensatory time may be given after the fact.
3. Employees must be permitted to use accrued comp time within a reasonable period after requesting time off, unless it would unduly disrupt the operations of the District.
4. If employees have not been able to use their accrued comp time by the end of the school year, they will have that time paid by the District at their current rate of pay in their last payroll check of the fiscal year, unless prior arrangements have been

made to accrue the time.

5. An employee may accrue up to a maximum of forty (40) hours comp time. Upon separation of employment, all unused compensatory time shall be paid to the employee at their current rate of pay.

I. EXTRA DUTY COMPENSATION:

1. The parties agree that the following conditions will be applied to the hiring and paying of classified employees who work at athletic and/or extra-curricular functions. Examples of assignments include but are not limited to ticket takers, gatekeepers, scorekeepers, running game clocks, student supervision, security, dance chaperones, etc.
 - a. Classified employees do not qualify for overtime pay when working such assignments as described above, because these assignments are considered occasional or sporadic, and are in a different capacity, as defined by the Fair Labor Standards Act.
 - b. Classified employees hired for such assignments as described above shall be paid the same hourly rate as published annually on the District's Extra Duty Salary Schedule (see Appendix B). In no case will classified employees be paid less than other employees for these same duties.
2. Extra Duty coaching assignments will be offered to both licensed and classified employees.
 - a. Coaching assignments should not regularly interfere with an employee's regular work duties.
 - b. Coaching assignments are routine in nature and are, therefore, subject to overtime which is defined as work in excess of forty (40) hours in any designated work week, including holiday time.
 - c. The hourly rate of pay for classified extra-curricular coaching or extra duty assignments shall be determined based on the current Oregon Minimum Wage. In no case will classified employees be paid less total salary than other employees for these same duties.
 - d. Employees who need to leave work early due to an in District coaching assignment, have the following options for hours missed in their regular work assignment:
 - 1) Employees may work with their direct supervisor to flex their hours for the week. Flexing is an option provided that the employee is able to complete their full job responsibilities when flexing their hours, as determined by the supervisor/administrator and must be resolved in the same workweek.

- 2) Should the employee not be able to use the flex time option, employees have the option of using personal leave, compensatory leave, or vacation time.

J. **CALL-BACK TIME:** Employees called back to work shall receive overtime pay with a guaranteed minimum of two (2) hours at time and one-half (1½) for the work for which they are called back. This provision applies only when call-back results in hours worked which are not annexed consecutively to one end or the other of the working day or working shift. This provision does not apply to scheduled overtime, call-in times annexed to the beginning of the work shift, or holdover times annexed to the end of the work shift or work day.

K. **SCHOOL CLOSURE DAYS / TWO-HOUR DELAYS:**

School Closure Days - Regular employees who report to work, but not put to work, shall receive two (2) hours pay at the employee's regular rate of pay unless notified prior to the reporting time that their services are not required. An employee will not be paid if the District gave reasonable notice by radio, social media, television or telephone beforehand. (Supervisor to telephone those who cannot receive radio signals.)

In the event of school closure due to inclement weather or other emergency, all 260-day staff are required to report to work when safe to do so. If unable to ~~do so~~ report within two (2) hours of their normal start time, 260-day staff will use personal, compensatory or vacation leave, if available. Time off requests for over two (2) hours will be rounded to the quarter hour for timesheet purposes.

If the District determines schools are to be closed due to inclement weather, natural disasters, fuel shortage, or other circumstances beyond the District's control, and District personnel are instructed not to report, classified employees will be paid their normal rate for the first five (5) ~~three (3)~~ days of closure. It is understood that the District reserves the right to reschedule the closure days requiring all District personnel to make up the closure day. If the District reschedules employee makeup days, classified employees will work their regular shifts on employee makeup days without pay for the designated trade day(s). Failure to work on makeup days will result in a pay dock for the period not worked.

Two Hour Delays - In the event of a two-hour delay, provided notice provisions were met, all classified employees, starting before the two-hour delay, will report to work two hours after their normally scheduled work time or at the new start time, whichever comes first. All employees whose start time is after the two-hour delay will report at their normal work time. The exceptions to the above are:

Maintenance Staff
District Office Staff

Office Managers
Head Custodians
Other staff designated by the Building Principal by October

31st.

The above designated staff should report to work at their regularly scheduled time, unless it is not safe. Staff required to work should report to work when it is safe to travel.

~~**Note:** Newbridge staff will follow the school closure of Grants Pass School District No. 7.~~

A. **EDUCATIONAL ASSISTANT CLERICAL TIME:** Upon request, educational assistants assigned to the elementary schools shall be granted up to 15 minutes clerical time per week within their regularly assigned hours at the discretion of their building administrator in order to review and/or organize material for working with small groups of students. This time may be scheduled either in one block or scheduled sporadically throughout the week. An educational assistant who feels the time granted is not adequate, shall contact his or her building principal to review the circumstances.