

HOURS OF WORK AND PAYDAYS

PURPOSE

To establish the hours of employment in the Agency's basic workday and workweek and to establish pay periods and paydays, and to administer the payment of wages, salaries and overtime.

SCOPE

This policy applies to employees at all The Center for Family and Child Enrichment locations.

POLICY

The Center for Family and Child Enrichment, except in special programming situations, follows a normal work schedule of forty hours per week, eight hours per day, for five consecutive days per week. Working hours for both professional and clerical staff are forty hours per week, excluding lunch. Lunch cannot be taken either at the beginning or at the end of the workday. Office hours are determined by the Administration in relation to Agency needs. An employee may, at the discretion of her supervisor, opt for a thirty-minute-lunch, rather than a full hour. Hours of work would subsequently be altered commensurate with this adjustment, i.e., instead of working hours of 8:00 AM TO 5:00 PM.; the hours would be 8:30 AM. to 5:00 PM. It is the responsibility of the immediate supervisor to monitor compliance with this change in hours. An electronic time clock system is in effect and must be utilized by all designated employees- along with a manual timesheet- to document hours worked.

The lunch period for office employees is one hour, between 11:00 a.m. - 2:00 p.m. Agency employees may take a ten-minute break, as work allows, in the morning and in the afternoon.

All employees are paid bi-weekly on Friday. Method of payment shall be through direct deposit into the employees own banking institution. The employee shall furnish to human resources or accounting a voided check in order to establish a direct deposit account for him/her. If the employee does not have

access to a bank account, he/she shall report such to the Accounting Department that shall, in turn, assist them in establishing one.

Work beyond the normally scheduled 40-hour-week, related to client service by non-managerial level staff when approved by the Agency, will be compensated by equivalent time off. This compensatory time must be taken within five working days after earned. Any exception to this must be subject to administrative approval.

Garnishment and Wages Assignments are administered consistent with State and Federal laws.