

II YOUR PAY AT SLCWD

A. Pay Periods

Pay periods are semimonthly, or 24 pay periods per year. Paydays are on the 15th and last day of the month. Employees must have enough accrued leave time to cover any potential absences after payroll is prepared.

B. Overtime

Some District employees are exempt from the overtime pay requirements of the law. Exempt (Salaried) employees are paid on a salary basis and are in executive, administrative, or professional positions. At the present time, there is one exempt position with the District: Administrative Specialist III. (rev. 7-13-07)

If you are non-exempt (hourly), you may be required to work overtime. Overtime is paid at one and one-half times the regular hourly rate of pay for all hours worked over forty (40) hours in one workweek. The standard workweek begins at 12:01 a.m. Monday and ends at 12:00 a.m. the following Monday. Days or hours when you are paid but do not work, such as vacations, holidays, or sick leave, will count as time worked for computing overtime.

To work overtime, you must obtain permission from your supervisor, unless it is an emergency, in which case you must notify your supervisor of the emergency within twelve (12) hours of the end of the shift. If you work overtime without permission, you may be disciplined, up to and possibly including discharge.

C. Comp Time

Compensatory time (comp time) off may be given to hourly employees at a rate of one and one-half hours for each hour of overtime if you and the District agree to the time off from work in lieu of earned overtime pay. By law, you must request in writing your desire for comp time off in lieu of overtime pay.

You may accrue a maximum of forty (40) hours of comp time at any given time. You may use a maximum of 40 hours of comp time in a calendar year. Accrued comp time is carried forward from one calendar year to the next; however, once you have accrued forty (40) hours, you may not accrue more comp time until some of your comp time has been used. The scheduling of comp time off must be approved in advance by your supervisor. You may elect to be paid for accrued comp time hours in lieu of taking the time off. If such an election is made, you will be paid for the accrued comp time hours at your regular hourly rate of pay at the time of the election. When you leave the District, you will be paid for all accrued but unused comp time at your regular hourly rate of pay at the time of your termination.

D. Payroll Deductions

Federal and state laws require that the District withhold taxes from your wages. These are: (1) federal income tax; (2) California income tax; (3) federal insurance contributions act (FICA) (social security and Medicare); and (4) California state disability insurance (SDI).

If you want to change the number of your exemptions or your marital status for federal or state income tax withholding purposes, please call the Secretary.

E. Garnishment

If the District receives an order to garnish your wages, the District must comply with that order. A garnishment will reduce your take-home pay. Because of the time and money involved in processing garnishments, SLCWD may elect to discipline or discharge an employee if garnishment requests for more than one debt are received.

F. Timekeeping

All employees must fill in time cards at the beginning and end of their shifts, and for meal breaks. Fifteen-minute breaks need not be written in the time cards.

Time cards are prepared for each pay period, and are to be given to your supervisor for approval prior to payroll processing. It is important for you to keep accurate time cards and to turn them in when they are due. A time card is a legal document and must not be tampered with. Corrections must be approved by your supervisor and initialed by you. Filling out the time card of a fellow employee or falsifying your own time card is dishonest and may lead to discharge.

If you are a part-time or temporary employee, you must turn in your time card to your supervisor for approval according to the schedule given to you.

Hourly employees will be paid for staff meetings, but must note "staff meeting" next to the time recorded for the meeting.

G. On-Call Duty

All operations personnel are subject to an on-call status which they will share equally. One employee will be on call each day of the week. The rate of pay for hourly employees is one (1) hour of overtime pay per day for on-call status. If an employee on on-call duty is called out, he will be paid a minimum of two (2) hours of overtime pay for each separate call out. Hourly employees will be paid two (2) hours of overtime pay per weekend/holiday day for the following on-call duty requirement.

H. Weekend and Holiday On-Call Duty

The employee serving on-call duty over weekends and holidays is required to visit the Operations and Maintenance Department office once a day, prior to 9:00 a.m., to check the SCADA system for water and wastewater trends and verify that the trends are within normal limits. The Operations Manager will determine and assign any additional tasks to be performed as part of this weekend/holiday on-call duty requirement.