

## BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES

<b>7.</b>	<b>WORK POLICIES</b>
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### 7-1. Work Hours

Eight (8) hours shall constitute a normal work day. Forty (40) hours shall constitute the standard work week except where the nature of the employment requires alternative scheduling.

### 7-2. Overtime

**All overtime must be authorized by the elected official or department head prior to being worked.**

Any time worked in excess of forty (40) hours in any one work week will be considered overtime for non-exempt employees. Law enforcement, Correction Personnel and Fire personnel will be deemed to have worked overtime when the time worked in a pay period (two weeks) exceeds 86 hours as allowed by the FLSA 7k exemption.

Authorized overtime will be paid at time and one-half rates for non-exempt employees. All overtime worked must be specifically assigned by an employee's supervisor and approved in advance. Time cards must be an accurate record of all time worked and leave time used.

Overtime compensation is calculated on the actual number of hours worked in a workweek. Vacation, sick leave, holidays, comp time and other similar leaves will not be considered hours worked for calculating overtime at time and a half or at straight time.

### 7-3. Pay period and checks

All employees shall be paid through direct deposit. Pay may be deposited into a checking or savings account.

Direct deposit vouchers will be mailed to each employee. It is the responsibility of the employee to make sure that the Personnel Office has their current address on file.

Employees are paid bi-weekly, normally receiving 26 paychecks per year. The pay period begins on Sunday and ends Saturday and includes fourteen (14) days. The pay period ends on Saturday and the payroll information is issued on the following Friday. The following deductions are automatically taken out of

salaries: (1) Federal income tax; (2) State income tax; (3) FICA; (4) Medicare tax.

A statement of total earnings and tax payments (W-2 forms) are provided to each employee shortly after the close of the calendar year.

Checks or payroll information will not be released to anyone other than the employee unless prior arrangements are made in writing.

**7-4. End of Employment**

Employees who leave the service of the County will receive all pay which may be due them when the next payroll is processed subject to the following conditions:

- a. Employees owing money, property, or material to the County at the time of separation shall have their final pay applied against the account of whatever amount may be needed to satisfy it and shall be given a receipt for the amount credited. Partial settlement of an account by application of final pay shall not release an employee from any balance remaining due.
- b. Any accrual of vested benefits of a deceased employee shall be paid to his/her surviving spouse, the estate's executor or legally appointed personal representative.

**7-5. Uniform Allowance**

Eligibility for uniform allowance and the amount of the allowance shall be determined by the Commission.

Employees receiving a uniform allowance are expected to satisfy all obligations incurred with the purchase and maintenance of uniforms. Employees failing to satisfy obligations shall be subject to disciplinary action which may include termination.

**7-6. Daylight Saving Time**

Employees working when Daylight Saving Time becomes effective at 2 a.m. on the first Sunday of April or when Daylight Saving Time concludes at 2 a.m. on the last Sunday in October shall be compensated for the "actual hours" they work. Pay received for this date will be paid in accordance with FLSA procedures.

**7-7. Lunch and Break Periods**

Lunch periods will be scheduled according to the needs of each department. A fifteen-minute rest period is scheduled to be taken during each four hours on duty. The 15-minute break time could include time employees use for personal smoking

breaks. Smoking breaks need to be in compliance with regular break time. These rest periods should be scheduled to assure that offices are not unattended at any time. It is the responsibility of the employee to take scheduled lunch periods and breaks.