

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Personnel

POLICY NO: 03-015

SUBJECT: Hours of Work

EFFECTIVE DATE: August 1987

Policy:

It is the policy of Cottonwood, Inc. to establish working hours as required by the needs of the consumers being served.

Procedures:

1. The normal workweek is determined by department.
2. The schedule of hours for employees shall be determined by the department to which they are assigned. Employees shall be informed of their work schedule and of any changes deemed necessary.

If job responsibilities require an employee to work an irregular schedule occasionally, the supervisor may prearrange a flexible schedule during that workweek to avoid an overtime situation. Personal time hours are not intended to exceed an employee's 40-hour workweek and will not be included in the calculation of a flexible work arrangement. (See Policy No. 03-021, Leaves of Absence with Pay).
3. When a department is required to work more than one shift per day, the hours of work for each shift shall be determined by the department director. Employees shall be informed of their scheduled shift hours of work, and of any changes to the schedule, as far in advance as possible.
4. Employees may be required to work overtime whenever it is deemed necessary by the department director. Overtime shall be assigned by a supervisor to employees in the particular job for which overtime is required. No employees shall be permitted to work overtime without the prior approval of their supervisor or as authorized by the department director.

For purposes of overtime compensation, only hours actually **worked** in excess of forty during a workweek will be counted (See Policy No. 03-012, Salary Administration). Sick leave, vacation leave, holiday pay, personal time and unpaid leave do not count towards hours worked.

Overtime will be paid based on a "blended" rate, based on hours worked at all corresponding pay rates.

5. Cottonwood, Inc. does not permit overtime hours to be saved up to be used as "comp time" beyond the work week in which the hours occurred. Hours worked in excess of 40 during a workweek must be paid at the overtime rate. Such hours may not be accumulated from week to week.

6. All non-exempt employees are required to record hours worked on an Agency approved Time Sheet (See Policy NO. 03-016, Time Sheet).