

Policies



Metro

600 NE Grand Ave.
Portland, OR 97232-2736

Subject Work Schedules Policy
Section Human Resources
Approved by Marissa Madrigal, Chief Operating Officer
Approved on August 21, 2020
Replaces Work Schedules Policy January 1, 2020

Policy Purpose: Metro has one common work week for determining overtime, hours of work and schedules for individual employees.

Policy

1. This policy is applicable to all Metro employees. Where provisions of an applicable collective bargaining agreement directly conflict with this policy, the provisions of that agreement will govern.
2. Work Schedule includes the days of the week and times of day an employee is designated to work in their defined work week. Whereas a work week is the stated week for purposes of calculating overtime which is Monday at 12:01 a.m. through Sunday at midnight for all employees.
3. The standard work schedule is 40 hours, Monday through Friday; and the standard work day is 8:00 AM to 5:00 PM. In order to provide the best service to the public, Department Directors may establish work schedules and hours which meet department needs; however, schedules for full-time employees should amount to 40 hours per week.
4. Flexible Work Schedules. A flexible schedule is one that allows employees to vary their starting and/or stopping times or to compress their work week (e.g. four-day work week in which an employee works ten-hour days). All flexible work schedules must be approved in writing by the Department Director. A copy of the written or electronic approval must be provided to Human Resources.
5. Meal Periods. Any non-exempt employee who works six hours or more in one work period must take a meal period of at least 30 minutes but not more than an hour.
 - a. Non-exempt employees are required to use Metro's Kronos timekeeping system to clock out and to clock back in after their meal period.
 - b. The meal period is unpaid.
 - c. To the extent it is practicable, meal periods should be scheduled in the middle of the workday. If the work period is less than seven hours, the meal period should be taken after the second hour worked and prior to the beginning of the

fifth hour. If the work period is more than seven hours, the meal period should be taken after the third hour worked and before the start of the sixth hour.

- d. Meal periods may not be added to rest breaks or used to come late or leave early.

6. Rest Breaks. All non-exempt employees must take at least a 15-minute paid rest break when working a continuous four-hour work period.

- a. The rest break should be taken as close as possible to the middle of the work segment.
- b. Rest breaks are in addition to and separate from the required meal period.
- c. Rest breaks may not be added to a meal period or used to come late or leave early.
- d. If an employee works a shift longer than 10 hours they are entitled to three paid rest breaks.

7. Exempt employees

- a. Exempt employees are not eligible for overtime pay. It is understood that: i) an exempt employee may have to work beyond their scheduled work hours; and ii) extra work hours beyond the usual workday or workweek are part of the job expectations for an exempt employee.
- b. Time worked on a Metro-observed holiday may be taken at a later date upon the approval of the employee's supervisor. Deferred holiday time off must be used within the fiscal year and may not be carried over to future years.
- c. At the department director's or designee's discretion, flexible work hours may be permitted to maintain a reasonable balance of work hours and time off while meeting business needs and productivity expectations.
- d. Exempt employees are expected to achieve overall goals and performance results regardless of the number of hours worked. For this reason, infrequent absences of less than 4 hours by an exempt employee that do not negatively impact expected work performance and productivity will not be tracked or covered through the use of leave accruals.
- e. When an exempt employee has an absence of four hours or more, such absences will be tracked in the leave management system and covered through the use of available leave accruals as appropriate for the situation.
- f. Absences of less than a full day in cases where there are not available leave accruals must not result in salary reduction, and supervisors and exempt employees should explore options available to meet productivity expectations, such as flexing a particular week's schedule. Absences of a full day or more, where there are no available leave accruals, may result in reduction in salary earned for that pay period when authorized by the Department Director or designee.
- g. Part-time non-represented exempt employees must track their absences in the leave management system and cover the leave with the appropriate available accruals when they have an absence of one-half ($\frac{1}{2}$) or more of their regularly scheduled shift. This will not apply if the employee has received prior approval from their manager to flex their schedule in a given workweek.
- h. Exempt employees are expected to complete their job in whatever amount of time it takes. If an exempt employee routinely completes their work in less than 40 hours a week their workload may be adjusted by the supervisor, manager or Department Director.

8. Nothing contained in this section or elsewhere in the Personnel Policies should be construed as any guarantee of hours of work per day or per week.