

Wage and Hour Standards

Applicable to All Non-Exempt (Hourly) Staff and Student Employees

THE PITZER WORKWEEK & WORKDAY

The Pitzer *workweek* is Saturday to Friday. The Pitzer *workday* begins at 12:00 am and ends at 11:59 pm. The workweek and workday definitions set the parameters for overtime calculations.

IMPORTANT: The following wage and hour standards are your responsibility to know, understand and follow. Failure to comply with these requirements may result in a disciplinary notification or action. If you have any questions, you should contact Human Resources at (909) 621-8254 or HR@pitzer.edu.

OVERTIME

Overtime hours are paid at one and a half times the regular hourly rate. The overtime calculation is based on hours actually work and therefore vacation, sick, holiday, paid release time and paid on-call hours do not count towards the overtime calculation. In accordance with state and federal law, the overtime hourly rate is paid for:

- hours *worked* over 8 in one day, AND
- hours *worked* over 40 in a week, AND
- any hours worked on the 7th consecutive day.

Double time is paid for hours worked over 12 in one day OR over 8 hours on the seventh consecutive day worked. Double time is paid at two times the regular hourly rate.

ROUNDING RULE FOR PAY

Exact work times must be reported on timesheets. The payroll system is configured to round to the nearest quarter of the hour to determine pay for non-exempt employees. For example:

- Punch In/Out between: 7:53 am to 8:07 am --- rounded to 8:00 am for calculation of pay
- Punch In/Out between: 8:08 am to 8:22 am --- rounded to 8:15 am for calculation of pay

The rounding is intended to be fair and neutral and to compensate employees for all time worked over time.

MEAL BREAK

Non-exempt employees may not work longer than 5 hours without at least a 30-minute meal break, except that if the total work period per day is no more than 6 hours, the meal period may be waived by mutual consent of the employee and the supervisor.

The meal break may be longer than 30 minutes, but it may not be less, and must be off-duty, meaning that no work is performed. If a non-exempt employee works more than 5 hours without at least a 30-minute meal break, unless the meal break has been waived (as provided above), the employee's department must pay a penalty equal to one hour of regular pay.

The meal break must begin prior to the 5th hour of work, otherwise, the employee will be credited with a meal break penalty (regardless of whether the meal break was taken or not). For example, if an employee comes in at 7:00am, they must start their lunch by 11:59am. If the employee starts their lunch at 12:00pm, they will also receive a meal penalty for failing to take a lunch break by the beginning of the 5th hour. It is the responsibility of the supervisor to ensure that their employees takes a meal break.

If a non-exempt employee fails to take a meal break as directed by the supervisor (e.g. not a College necessity), the issue may be addressed through disciplinary action, however, the College is still required to pay the missed meal penalty. Employees will not be permitted to waive their meal break, unless that request is put in writing and signed by the employee and supervisor. An employee who has waived their meal break previously, may always request a meal break on a particular work day. An additional meal break may be required for employees working more than 10 hours a day.

REST BREAKS

Non-exempt employees must take one ten-minute break with pay for every 4-hour block of time worked, or major portion of the block worked. The rest break must be in the middle of the 4-hour work shift if possible. Rest breaks are paid and therefore the employee should not record the break times on the timesheet, or clock in and out for these breaks.

Rest breaks may not be combined into a longer break or with a meal breaks, or used at the beginning or end of shift times in order to arrive late or leave early. The intent of these breaks is to provide a mental and physical break from the employee's work. If an employee is not permitted to take their break(s), the employee's department must pay a penalty equal to one hour of regular pay. Employees should be encouraged and always permitted to take their rest breaks. Rest breaks may be scheduled based on the needs of the department or College.

STAFF ACCRUALS (Vacation and Sick Time)

Vacation time is accrued and sick time is granted per pay period and based on the employee's eligibility for a specific vacation or sick benefit plan. The employee's balances are available on the time and attendance system, or from their supervisor. Sick time balances are also available on pay statements.

If you have any questions, please contact: **Human Resources**
McConnell Center 310 | (909) 621-8254 | HR@pitzer.edu

Employee Acknowledgement

Signature: _____ Date: _____

Print Name: _____