

River Valley Child Development Services

WORK WEEK

Effective: January 1, 2010

The designated work week of River Valley Child Development Services, hereinafter referred to as RVCDS, is Saturday through Friday. A full week is scheduled for forty hours.

Whenever possible, work schedules for non-exempt employees are to be adjusted so employees do not work over forty hours per week. According to the Department of Labor, adjusted time must be taken within the forty-hour work week. **Supervisors must approve, in advance, any adjustments in work schedules.** If this is not possible, **Program Directors must approve, in advance, any hours worked beyond forty hours per work week for non-exempt employees.** Employees will receive one and one-half times their hourly rate for any time worked beyond forty hours.

Exempt employees may adjust their schedules to meet forty hours per week. While it is not expected to work over forty hours, exempt employees may work over forty hours per week, dependent upon their workload and circumstances. Exempt employees will not receive extra compensation for any time worked beyond 40 hours.

Employees who work more than six hours a day must take a half hour unpaid break during the day. Breaks are to be taken mid-day unless Supervisor gives prior approval. Employees are not to take breaks at the beginning or end of the workday.

Failure to provide or providing inaccurate time sheets and leave forms is considered falsification of records and employee is subject to disciplinary action up to and including termination.