

**ERIE COUNTY WATER AUTHORITY  
HR Policies/Procedures**

<b>Re:</b>	<b>ECWA TIMEKEEPING RULES</b>	<b>Policy No. 29</b>
<hr/>		
<b>Application:</b>	<b>All Employees</b>	<b>Amended: 02/07/2019 10/20/2022<sup>1</sup> 09/20/2023</b>

## **POLICY**

In accordance with the timekeeping rules established by the New York State and Local Retirement System, the Erie County Water Authority has adopted this Policy and the following procedures to ensure all employees receive accurate service credits and compensation for days worked and in accordance with any applicable collective bargaining agreement.

## **PROCEDURES**

### **Section 1 White Collar Employees.**

**1.1 Timekeeping.** White Collar Employees represented by the CSEA, Local 1000 are required to utilize daily time sheets which document the number of hours worked each day and any benefit time used and are subject to the following rules:

- (a) All employees must sign in when they begin work, and out at the end of the day.
- (b) Unproductive time (i.e., vacation, sick leave, personal leave) should be noted on the time sheet.

---

<sup>1</sup>This ECWA Timekeeping Rules Policy consolidates and replaces H.R. Policies No. 22.0 (Hours of Work), 23.0 (Compensatory Time), 24.0 (Call-In Pay), 25.0 (Overtime), and 26.0 (Shift Premium Pay) for all employees and is intended to be consistent with the terms and conditions agreed upon by the respective collective bargaining units for White-Collar and Blue-Collar employees.

- (c) Time sheets will be kept in a designated area within the department, or another centrally located area. No employee will keep his or her own timesheet separate from other employees or at their workstation.
- (d) Employees may not leave the facility during their fifteen-minute break periods without permission from their immediate supervisor.
- (e) At the end of the day, each employee will indicate the number of hours worked and sign the sheet.
- (f) The Unit or Department Head will review each sheet for accuracy, sign it and forward it to the Payroll Department.
- (g) Payroll will review the time sheets for completeness and verification of benefit time used.

## **1.2 Hours of Work.**

- (a) *Payroll Week.* For the payment of wages and the determination of overtime work, a payroll week shall consist of seven (7) consecutive days beginning at 12:01 a.m. Monday and continuing until Midnight the following Sunday.
- (b) *Work Week.* A work week shall consist of not more than forty (40) work hours, within a calendar week, of not more than eight (8) work hours each day. Each employee shall receive two (2) consecutive days off each week.
- (c) *Pay Date.* All employees eligible under this agreement will be paid weekly. All payments for overtime and out-of-title work will be made in the following payroll.

- (d) *Starting and Quitting Time.* Employees recognize that the unit contains job classifications with different starting and quitting times as well as different lunch hour rules.
- (e) *Lunch Hours.* Some employees represented under this Agreement receive paid lunch hours while others have unpaid lunch hours. The length of the lunch hours is of different duration.
- (f) *Change of Schedule.* The Authority will notify the employee at least seven (7) days prior to implementation when an employee's work schedule or lunch period will be changed.
- (g) *Night Shift Differential.* The Authority will pay a night shift differential of one dollar (\$1.00) per hour for employees whose assignment begins at 4:00 pm or later in addition to the straight time rate for all hours worked on such shifts.
- (h) *Overtime Pay.*
  - (1) Employees should make every effort to perform their work within their regularly scheduled hours of work.
  - (2) Overtime work shall be performed only in cases of emergency and when authorized by an employee's immediate Supervisor or Department Head. No payment shall be made for overtime work unless such payment is authorized in writing.
  - (3) Overtime compensation will be paid at the rate of one and one-half (1-1/2) times the employee's hourly rate of pay for all hours worked or compensatory time at the rate of one and one-half (1-1/2) hours for each hour worked up to fifty (50) hours maximum accumulative time for:
    - (a) All hours worked over eight (8) in one day and over forty (40) hours in any one work week.
    - (b) All hours worked by an employee on his/her normal day off, provided the employee shall have worked his/her regularly scheduled days or was absent due to a paid leave day during a week aggregating a total of forty (40) hours.

- (c) Employees required to work on a holiday will be paid time and one-half for the number of hours worked on that day, in addition to the regular pay for the holiday; with the exception of the actual day of Thanksgiving, Christmas Eve and Christmas Day, which will be paid at the rate of double time (2 times) in addition to the contractual holiday pay.
- (4) Distribution of overtime. Employees should refer to their current collective bargaining agreement for provisions relating to the distribution of overtime.
- (5) Mandatory Overtime. Employees should refer to their current collective bargaining agreement for mandatory overtime provisions and related pay under these circumstances.

## **Section 2 Blue Collar Employees.**

**2.1 Timekeeping.** Blue-Collar employees, represented by the Brotherhood of Western New York Water Workers (Brotherhood), are required to use time clocks. Benefit time is reported on daily crew tickets by supervisors. Blue-Collar employees are also subject to the following rules:

- (a) All employees will punch in at the later of the beginning of their shift or when they report for work, and out at the end of their shift.
- (b) If an ID card is lost or forgotten, the General Crew Chief, Meter or the Water Treatment Plant Operator Crew Chief must complete a no-punch report to be signed by the employee and the supervisor.
- (c) Daily Crew Tickets are also prepared to record hours worked, supplemental rate codes, and benefit time and are signed by the employees and their supervisors

## **2.2 Hours of Work.**

- (a) *Payroll Week.* For the payment of wages and the determination of overtime work, a payroll week shall consist of seven (7) consecutive days beginning at 12:01 a.m. Monday and continuing until Midnight the following Sunday.

(b) *Work Week.*

- (1) Non-shift Employees. A work week shall consist of forty (40) hours, five (5) consecutive days of eight (8) hours each, Monday to Friday inclusive. Saturdays and Sundays shall be considered days off.
- (2) Line Maintenance Employees will work from 7:30 a.m. to 3:30 p.m. from Labor Day through April 30<sup>th</sup>. From May 1<sup>st</sup> through Labor Day, the hours of work in Line Maintenance will be 7:00 a.m. to 3:00 p.m.
- (3) Meter Shop Workers will either work from 8:00 a.m. to 4:00 p.m. or 11:00 a.m. to 7:00 p.m. No more than three (3) Meter Service Workers will be assigned to an 11:00 a.m. start time.
- (4) Lunch Break. All employees will receive a one half-hour paid lunch break during their scheduled hours of work.
- (5) Shift Employees. A work week shall consist of forty (40) hours, five (5) days of eight (8) hours each, within a payroll week, which will necessarily include Saturdays, Sundays, and holidays. An employee's first day off shall be considered his or her Saturday and his or her second day off as his or her Sunday.

(a) Shift Hours. The starting and ending time for shift operations shall be:

First Shift:	11:30 p.m. to 7:30 a.m.
Second Shift:	7:30 a.m. to 3:30 p.m.
Third Shift:	3:30 p.m. to 11:30 p.m.

(b) Lunch Break. All employees working an eight (8) hour shift will include a will receive a one half-hour paid lunch break during their shift.

(6) Change in work week or shift assignment. In the event the Authority deems necessary any change in the work week or shift assignment, the employee will be notified in writing, with a copy forwarded to the Union Secretary, within seven (7) calendar days, except for Relief Operators, who will be orally notified within twenty-four (24) hours in advance of the proposed change.

(7) Shift Differential.

(a) An employee working a regularly scheduled shift which begins between 3:30 p.m. and 6:00 a.m., shall be paid one dollar (\$1.00) an hour in addition to his or her straight time rate for all time worked on such shifts.

(b) An employee working a 7:30 a.m. to 3:30 p.m. scheduled shift shall be paid one dollar (\$1.00) an hour in addition to his or her straight time rate for all time worked on Saturday or Sunday.

(c) Relief Operator Assignment Differential. For hours worked not to exceed eight (8) hours per day or forty (40) hours per week, the relief operator shall be paid forty-five (45) cents per hour in addition to his or her straight-time rate.

(d) Hours worked within the provision of this section are considered straight-time hours. Hours worked outside of these provisions are considered overtime hours.

(8) Overtime Pay.

(a) Employees should make every effort to perform their work within their regularly scheduled hours of work.

(b) Overtime work shall be performed only in cases of emergency and when authorized by an employee's immediate Supervisor or Department Head. No payment shall be made for overtime work unless such payment is authorized in writing.

- (c) At the direction of the General Crew Chief, a work crew engaged in an assignment will complete the assignment even if overtime work is required, unless a member of the crew notifies the Crew Chief prior to one (1) hour before the end of the shift of his/her unavailability to work overtime on that day.
- (d) Overtime compensation will be paid at the rate of one and one-half (1-1/2) times the employee's hourly rate of pay for:
  - (1) All hours worked over eight (8) in one day and over forty (40) hours in any one work week.
  - (2) All hours worked by an employee on his/her normal day off, provided the employee shall have worked his/her regularly scheduled days or was absent due to a paid leave day during a week aggregating a total of forty (40) hours.
  - (3) Holiday Pay. Employees should refer to their current collective bargaining agreements for provisions and rates of pay for work performed on designated holidays.
  - (4) Distribution of overtime. Employees should refer to their current collective bargaining agreement for provisions relating to the equitable distribution of and limits to overtime.

## **Section 3    Non-Represented Employees.**

### **3.1    Timekeeping.**

- (a) Non-Represented employees in pay grade 28E and *below* are required to complete biweekly time sheets which document the number of hours worked each day and any benefit time used.
- (b) Non-Represented employees in pay grade 29E and *above* are required to complete biweekly time sheets which document the number of days worked during the biweekly period and any benefit time used.

- (c) Part-time employees in unclassified, hourly positions are required to report the number of hours worked during the biweekly pay period.
- (d) Each non-represented employee will complete and sign the appropriate form for the entire biweekly period
- (e) The Unit or Department Head will review each sheet for accuracy, sign it and forward it to the Payroll Department.
- (f) Payroll reviews the time sheets for completeness and verification of benefit time used.

### **3.2 Hours of Work.**

- (a) *Payroll Week.* For the payment of wages, the work week begins at 12:01 a.m. Monday and runs through 12:00 midnight Sunday.
- (b) *Work Week.* A regular work week shall consist of not more than forty (40) work hours within five (5) consecutive days. Each employee shall receive two (2) consecutive days off each week. Most employees will receive Saturday and Sunday off. The normal workday shall consist of eight consecutive hours of work.
- (c) *The schedule of hours* for employees shall be determined by the department or office to which they are assigned. Employees shall be informed of their daily schedule of hours of work, including meal period, and of any changes deemed necessary by the Authority.

### **3.3 Rules for Non-Represented Employees in Pay Grade 28E and Below.**

- (a) Call back pay. Employees in pay grade 28E and below will be paid one and one-half times their regular straight time rate when they are called back to work after their regular hours of work and before their next scheduled workday. A minimum of four (4) hours call-in pay shall be guaranteed in such cases.



(b) Overtime Pay.

- (1) Employees should make every effort to perform their work within their regularly scheduled hours of work.
- (2) Overtime work performed by the employee shall be performed only when authorized by an employee's immediate Supervisor or Department Head, except for employees who are called out on emergency repairs, employees must receive pre-approval from their Supervisor and Department Head before working overtime.
- (3) Overtime compensation will be paid at one and one-half (1-1/2) times the employee's regular straight time rate for:
  - All hours worked over eight (8) in one day and over forty (40) hours in any one work week.
  - All hours worked by an employee on his/her normal day off, provided the employee shall have worked his/her regularly scheduled days or was absent due to a paid leave day during a week aggregating a total of forty (40) hours.
  - Employees required to work on a holiday will be paid time and one-half for the number of hours worked on that day, in addition to the regular pay for the holiday.
- (4) Employees in pay grade 28E and below are not eligible for shift premium.
- (5) Employees in pay grade 28E and below are not entitled to accumulate compensatory time.
- (6) There shall be no duplication of overtime pay for the same hours worked.

**3.4 Rules for Non-Represented Employees in Pay Grade 29E and Above.**

(a) Employees in pay grade 29E and above are *not eligible* for:

- shift premium; or
- compensatory time; or
- overtime compensation.