

Section C - Overtime and Compensatory Time

Within the regulations of this policy, each administrative office non-exempt employee will be required to take a 30 minute lunch break each workday at an approved time scheduled with their supervisor unless a working lunch has been approved by the supervisor.

Attendance of workshops and conferences, when clock-in and out is not available, will require an adjustment form to be completed and signed by the employee's direct supervisor. Signed forms must be provided to the finance department within the pay period of the dates of the event. A normal 8 hour day shall be recorded unless unusual circumstances require a longer or shorter day. Travel time cannot exceed the amount of time indicated by Google Maps documentation verifying mileage from ECS to the destination. Travel time will be added to the beginning and from the ending times of the conference as shown on the agenda.

Example: If you are traveling to Raleigh and the conference begins at 10:00 a.m. and the travel time indicated on Google Maps is 2 hours, then clock-in time would be 8:00 a.m. On the day the conference ends, the clock-out time would be 2 hours past the end of the conference. If the conference ends at 4:00 p.m. clock-out would be 6:00 p.m.

Effective: December 1, 2016.