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L.G.V.S.D.

SIDE LETTER
Between
Operating Engineers Local 3
And
Las Gallinas Valley Sanitary District

Regarding
Section 3.5 Overtime

January 13, 2015

The Las Gallinas Valley Sanitary District (hereinafter District) and Operating Engineers Local 3 (hereinafter Union) have met and conferred in good faith and have agreed to the following:

3.5 Overtime

Occasionally, non-exempt employees may be required to work overtime. All overtime work must be authorized in advance except when an employee is on standby or is responding to an emergency. The District includes all hours worked and paid time off as eligible hours when calculating overtime. The District compensates for all overtime hours worked by non-exempt employees in accordance with state and federal law. The District has an overtime rounding up/rounding down policy which shall be followed in determining when and how much overtime will be reported.

- All hours worked in excess of eight (8) hours in one workday or forty (40) hours in one (1) workweek will be treated as overtime.
- A workday begins at 6:30 and ends twenty-four (24) hours later. A workweek begins each Monday morning at 6:30 am and ends at 6:29 a.m. the following Monday.
- Compensation for hours in excess of forty (40) for the workweek, or in excess of eight (8) and not more than twelve (12) for the workday, will be paid at a rate of one and one-half times the employee's regular rate of pay.
- Compensation for hours in excess of twelve (12) in one (1) workday will be paid at double the regular rate of pay.
- Employees required but not regularly scheduled to work Sundays or the employee's 7th day (the equivalent of the employee's Sunday) in the employee's regular work week will be paid double the regularly rate of pay.
- Employees whose regularly scheduled work day falls on a paid holiday and who work the holiday will receive holiday pay at one and one-half times the employee's regular rate of

pay. Overtime earned for working the holiday will be added to the employee's compensatory time off bank, subject to the accumulation cap in section 15.11.

- Employee(s) who are required to work during their unpaid meal period and receive prior approval from their supervisor shall receive time and one half for their meal period.

Approved and Accepted:

For The District

R. Elias

Date: 1/29/2015

For The Union

12 Foreman

Date: JANUARY 14, 2015