

BOARD OF SUPERVISORS' POLICY: FAIR LABOR STANDARDS ACT

The Board of Supervisors of the County of Santa Cruz adopts the policy set forth below in order to comply with the Fair Labor Standards Act and to limit the County's liability under said Act.

It is the policy of the County of Santa Cruz that, with the exception of elected officials, immediate aides of elected officials who are excluded from Civil Service, and non-trainee management employees in budgeted positions:

1. No employee shall engage in any work preceding or following his/her scheduled hours of work unless at the express direction of the employee's supervisor.
2. No employee shall engage in any work at home or take any work home unless at the express direction of the employee's supervisor.
3. No employee shall engage in any work during his/her lunch period except at the express direction of the employee's supervisor, unless the employee's lunch period is expressly treated as paid time in accordance with County regulations or the provisions of a Memorandum of Understanding between the County and a recognized employee organization.
4. Employees shall not report to their work stations more than 15 minutes before working hours or remain at their work stations more than 15 minutes after working hours unless at the express direction of their supervisor, even though the employee is not engaged in work and is free to use the time for his/her own purposes.
5. Each manager and supervisor must endeavor to ensure and is responsible for ensuring that this policy is enforced.
6. Violations of the provisions of this policy will result in disciplinary action, up to and including dismissal.
7. A copy of this policy shall be provided to each current employee and each new employee of the County.

Employee Signature

Date