

## Tampa Sports Authority

### **POLICY: HOURS OF WORK**

**Number: 6**  
**Replaces: 2, 12, 13, 28**  
**Effective: 9/1/11**  
**Revised: 9/1/11**

#### **PURPOSE:**

To establish standard hours of work and break guidelines while providing flexibility in the scheduling of hours to increase employee efficiency at work and allow employees to better utilized time away from work.

#### **A. Work Week/Hours:**

1. The standard work schedule for unclassified Authority employees shall consist of a forty-hour workweek beginning on Monday at 12:01am and ending at midnight on Sunday. Included in the work schedule are two paid fifteen-minute breaks (see lunch and rest break periods) per workday and an unpaid uninterrupted lunch period of at least thirty minutes.
2. The Authority will establish work schedules and make work assignments to employees as necessary to best meet the needs of the Authority. The standard work schedule for any or all employees may, therefore, be altered above and below a forty-hour workweek to meet the varying needs of the Authority.
3. Authorized work schedules include five, eight-hour days; four, ten-hour days; and special schedules when required due to event coverage or other job related requirements. The specific hours shall be those specified by the supervisor and/or department head.
4. Employees, who have been designated as exempt, shall be available at all times for the performance of such service beyond the standard workweek without overtime compensation. Exempt employees will be paid their set salary regardless of the number of hours worked, since the salary is intended to compensate the employee for all hours worked regardless of the number of hours.
5. Employees are to be informed of their hours of work by their supervisor at the time of hire. When it becomes necessary to change an employee's established working hours, the supervisor shall provide the employee as much advanced notice as possible.
6. It is the personal responsibility of employees to properly adhere to the hours of duty established by their department. Absences from duty must be authorized in accordance with Authority Leave policy 3(A) and Civil Service Rule 10.

#### **B. Holidays:**

1. All permanent full-time employees (Exempt & Non-Exempt), on the payroll on January 1, receive up to twelve (12) paid holidays per year (96 Hours) including two (2) floating holidays (personal days). Employees receive a prorated amount of floating holiday leave, based on the date of hire. Holiday leave is prorated for those employees regularly scheduled to work 20-39 hours per week.

2. Because of the nature of Authority business, some employees may be required to work on authorized holidays. The Authority may substitute another day during the same payroll week as the paid holiday. The Authority will consider the employees preferences in making this selection.
3. The Authority will provide a holiday schedule annually identifying approved Authority holidays prior to the start of each year. The Authority has adopted the same holiday schedule set by the Hillsborough County Board of County Commissioners.
4. Holiday pay is not authorized for temporary or part-time employees unless those employees are actually performing duty on any specific holiday.
5. For policies governing employee compensation during Holidays, refer to Tampa Sports Authority Compensation Policy # 4 and Civil Service Rule 9.2.

**C. Authority Hours of Operation:**

1. Stadium Administrative and Operation Offices:

- 8:00 a.m. to 5:00 p.m. Monday through Thursday
- 8:00 a.m. to 4:00 p.m. on Friday.
- Closed weekends and holidays.

**Note: Stadium Operations: 8:00 a.m. to 5:00 p.m. Fridays before a weekend event. Stadium Operations offices are open for events as dictated by the event schedule.**

2. Stadium Maintenance Offices:

- 7:30 am to 4:00 p.m. Monday through Friday.
- Closed weekends and holidays

**Note: Stadium Maintenance offices are open for events as dictated by the event schedule.**

3. Golf Courses:

- 7:00 a.m. to 6:30 p.m. daily (Snack Bar Services available: 7:00 am to 8:30 p.m. daily).
- Closed Christmas Day. Hours are reduced during daylight savings time.

**D. Lunch and Rest Break Periods:**

1. Employees are given a 30 minute uninterrupted unpaid meal break for each 8 hour work period. The Authority establishes work schedules as necessary to best meet the needs of the Authority and may schedule 60 minute uninterrupted unpaid lunch periods for some employees based on their work responsibilities.
  - a. The lunch period is the employee's own time to be used for the employee's own personal purposes. Employees shall not perform any work during lunch periods, unless authorized or directed by a supervisor. You should take your lunch period away from your work space or office.
  - b. All work (whether or not authorized) performed during lunch periods (or at any other time including before and after normal hours of work) shall be recorded and reported as time

worked and will be paid. Do not work any part of your meal break and report to Human Resources anyone asking you to work during any part of your meal break. Immediately report to Human Resources or your supervisor any missed meal breaks or any meal breaks for which you were not able to take an uninterrupted 30 minutes. If confirmed, you will be paid for your full meal break.

2. Employees shall be given one (1) break or rest period per (1/2) work day (shift), fifteen (15) minutes in length provided that:
  - a. The time of the break is approved by the supervisor - normally not permitted during the first or last hour of the work day.
  - b. The granting of the break does not adversely affect or interfere with the operation of the Authority or service to the public.
3. The purpose of granting breaks is to relieve fatigue and mental strain on the job, therefore:
  - a. Two fifteen (15) minute breaks may not be combined into one thirty (30) minute break.
  - b. Breaks may not be accumulated from day-to-day.
  - c. Breaks may not be used to lengthen lunch hours, to cover tardiness, or to leave work early.
4. Employees must remain on Authority property during rest breaks.

#### **E. Time Reporting:**

1. Required Use: Compensation of non-exempt hourly employees is determined by the employee's applicable pay rate and the number of hours of work recorded. Accurate compensation depends on accurate timekeeping and it is imperative that all hours worked be accurately recorded. Non-exempt hourly employees are, therefore, required to record all of their hours of work by recording the time they reported for work, the time they complete their workday, and the time they leave for and return from meal breaks. All lunch breaks and any time an employee leaves the work premises for personal reasons shall also be recorded. New employees will be given a password to access the e-labor system via the internet. You will also receive a password to scan in and out of the hand punch time clock.
2. Time In/Out: Employee's are to use the hand scanners to clock in and out of work. No employee is permitted to clock in or out for another employee. Clocking in or out for another employee is falsification of government records, is a violation of this policy and will result in disciplinary action up to and including termination and/or prosecution.
3. Working off the Clock Prohibited: Employees must be paid for all hours worked. "Working off the clock" means working, but not recording on the timekeeping system, all of the hours worked by an employee. Working off the clock, or allowing or instructing an employee to work off the clock, is unlawful, is a violation of this policy and will lead to discipline for all involved employees, supervisors and managers up to and including termination. Do not work off the clock and report to Human Resources anyone asking you to work off the clock.
4. Time Corrections: If an error is made in e-labor, no entry should be made by the employee. The supervisor should be contacted immediately, who will make any appropriate correction on the time record, explain the reason for correcting and initial. The above procedure also applies to an employee forgetting to clock in or out. Repeated or continuous failure to clock in/out, or other time

record corrections, may be considered abuse of these procedures and may result in disciplinary action being taken, up to and including termination.

5. Employee's Responsibilities: Each employee is solely responsible for the accuracy of his or her clock time. Pay is determined by the information in e-labor. No assumptions will be made concerning missing or inaccurate times. An employee who feels that there has been a failure to pay for all hours worked, a failure to pay overtime wages or an improper deduction to their pay should immediately report the issue immediately to Human Resources who will investigate the issue to ensure compliance with the law.
6. Leave Time: Regular days off not in an established pattern and all forms of leave time (sick, vacation, holiday, etc.) will be noted in the e-labor time record. It is the employee's responsibility to see that the time record is accurate. All time off that is not a regular day off will be supported with the appropriate documentation.
7. Early In/Late Out:
  - a. All employees are expected to report to work at the time specified by their immediate supervisor.
  - b. Time will be calculated to the nearest quarter of an hour. Employees shall not punch in earlier than 7 minutes prior to scheduled work hours. This includes leaving and returning from lunch. Overtime will not be paid for early clock-ins and late clock-outs.
  - c. Employees may be disciplined for tardiness from reporting after the designated time to report for work and for leaving prior to designated end time.

**F. Tardiness:**

- a. When an employee has reason to believe they will be more than fifteen (15) minutes late, they should, if possible, contact their immediate supervisor to report the expected time of arrival, and the reason for the tardiness.
- b. Each case of tardiness will be considered on an individual basis. Should a pattern of attendance develop in which an employee is consistently late, disciplinary action will be taken.
- c. Occurrences of tardiness are subject to the following rating scale when evaluating the "Attendance" dimension of employee job performance.
  - i. Outstanding: 0 occurrences of tardiness per year.
  - ii. Exceptional: 1 - 3 occurrences of tardiness per year.
  - iii. Successful: 4 -6 occurrences of tardiness per year.
  - iv. Unsuccessful: Over 6 occurrences per year.
- d. Any time an employee misses work due to tardiness is unpaid time.

**G. Payroll Verification and Submission**

- a. Immediately after completion of the last working day of the payroll period, supervisors will view their employees' time record, verify accuracy, make any verified corrections, make notations as necessary and approve.

- b. Employees will be provided a copy of their time record for each pay period and asked to verify and sign their report acknowledging accuracy. An employee's signature confirms that all regular and any overtime hours worked during the pay period are properly and accurately recorded on the time record.
- c. Time records must be turned into Payroll no later than 10:00 AM on the following Monday.
- d. Any attempt to alter a time record, record information on another employee's time record, or destroy and/or mutilate a record will be considered grounds for disciplinary action up to and including termination.
- e. Improper deductions from salaries of employees are not to be made. If you believe that an improper deduction has been made from your salary, immediately report this information to your direct supervisor or to Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction that was made.

Executive Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

TSA Board of Directors Approval Date: \_\_\_\_\_