



## **INTEGRATIVE STAFFING GROUP WORK SCHEDULE POLICY FOR ASSOCIATES ASSIGNED TO CAREERSOURCE BROWARD CAREER CENTER**

### **Non-Exempt Associates**

1. It is Integrative Staffing Group's policy for staff working on the Career Source Broward Career Center assignment to be at work from 8:00 am – 5:00 pm Monday through Friday, with an unpaid hour for lunch, and to avoid working overtime whenever possible. Associates that are not exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) will receive the appropriate overtime pay when approved overtime hours are performed and in accordance with the FLSA.
2. All overtime work must be authorized and approved in advance, and in writing by the Associate's CareerSource supervisor. Associates who work overtime without their CareerSource supervisor's approval, may be subject to disciplinary action.
3. Non-exempt Associates who work overtime must enter the **total** time worked each day, including any overtime. Overtime is based on actual hours worked in a workweek (i.e., holidays, PLT and other time off whether or not paid will not be counted).
4. Non-exempt Associates who work overtime hours in excess of the regular 40-hour work week schedule will be paid the appropriate rate of pay in accordance with the Fair Labor Standards Act (FLSA).

### **Exempt Associates**

1. Exempt Associates assigned to Career Source Broward Career Centers are scheduled to work from 8:00 am – 5:00 pm Monday to Friday with an hour off for lunch and do not earn overtime. Adhering to the Career Center schedule ensures that exempt supervisors and staff are available to address operational concerns throughout the day, during the hours the Career Centers are open to the public, and services are provided by staff to job seekers and employers. Further, exempt Associates in the centers do not generally have an opportunity to make up time to assure they are working forty hours a week, as services are rarely provided after normal business hours or on weekends when the Career Centers are closed.
2. Exempt Associates must complete a time record and enter the total daily hours they work for the day, up to eight (8) hours per day, less any approved time off for which paid leave time (PLT) or other paid time off (i.e.: Bereavement, Jury Duty, etc.) is being charged and any approved time off for which PLT or other paid time off is not being charged.
3. PLT will be charged from the first hour for all absences in excess of one (1) hour or more. If PLT has been exhausted, deductions from pay will only be made as provided below in paragraph 7.



4. Exempt Associates do not receive additional compensation for any hours worked beyond their regularly scheduled workweek.
5. Excluding Family Medical Leave Act (FMLA) absences which are governed by its own set of policies and rules, in recognition of exempt staff reviewing emails or paperwork, outside of the regular work schedule and attending community events from time to time, exempt Associates are not required to charge PLT for unavoidable and occasional absences of one (1) hour or less on a specific day.
6. Exempt Associates must request time off in advance (if foreseeable) if they will be absent for all or part of any day.
7. Under federal and state laws, an exempt Associate's salary is subject to certain deductions which will be charged to PLT, if available or if none is available a deduction will be made from the Associate's salary: Deductions from pay may be made for:
  - a. Full day absences for personal reasons other than sickness or disability.
  - b. Full day absences for sickness or disability after all PLT is exhausted.
  - c. Full day disciplinary suspensions for infractions of safety rules of major significance.
  - d. Full days disciplinary suspensions imposed in good faith for workplace conduct rule infractions.
  - e. Unpaid leave taken for Family and Medical Leave absences (either full-or partial-day absences).
  - f. To offset amounts received as payment for jury or witness fees or temporary military duty pay.
  - g. For the initial or terminal week of employment if the Associate does not work the full week.
8. Exempt Associates that do not comply with the daily schedule of 8:00 am – 5:00 pm attendance requirements may be subject to disciplinary action. Disciplinary action may include verbal and/or written warnings, performance improvement plans, or termination from the assignment as warranted and as determined in the sole judgement of Integrative Staffing Group management after consultation with Career Source Broward.

*Based on ever changing Job Duties and responsibilities in today's work environment, Integrative Staffing Group and CareerSource Broward reserve the right to review job titles and duties to determine Exempt or Non-Exempt Status under the Fair Labor Standards Act for each role. These are reviews that may result in changes to an Associate's status. Any affected Associates will be notified immediately, with an anticipated effective date.*