

RESOLUTION 2021-17  
Normal Hours of Work  
Wednesday, December 8, 2021

**WHEREAS**, the Spring Lake Improvement District (hereinafter "District") was created by the Florida Legislature and codified in Chapter 1971-669, Laws of Florida, as amended by Chapter 2005-342, Laws of Florida, as amended by Chapter 2012-264, Laws of Florida and.

**WHEREAS**, Chapter 298 of the Florida Statutes authorizes the Board of Supervisors, hereinafter referred to as the "Board", of the Spring Lake Improvement District, hereinafter referred to as "District", to prescribe, and establish policies and procedures for the district and.

**WHEREAS** the District Personnel policies are reviewed periodically and.

**WHEREAS** Section 11.12.02, Hours of Work, need to be revised and.

11:12:02 Hours of Work

The District Office normal work hours are 8 a.m. to 4:30 p.m. Utility and Field staff normal work hours are 7:00 a.m. to 3:30 p.m. Half hour lunch is included for all staff. Adjustments can be requested and approved by the District Manager.

**WHEREAS**, the Board having reviewed such changes it is upon consideration:

**RESOLVED BY THE BOARD OF SUPERVISORS OF THE SPRING LAKE  
IMPROVEMENT DISTRICT, HIGHLANDS COUNTY, FLORIDA TO  
UPDATE SECTION 11:12:02 HOURS OF WORK IN THE EMPLOYEE  
HANDBOOK**

This revision will become effective this 8<sup>th</sup> day of December 2021.

Spring Lake Improvement District

By: \_\_\_\_\_  
Tim McKenna, Chairman

Attest:

By: \_\_\_\_\_  
Kay Gorham, Secretary

# Hours of Work 11.12

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**11.12.01** The District shall develop and annually review all general compensation areas.

## **11.12.02 Hours of Work**

The District Office normal work hours are 8 a.m. to 4:30 p.m. Utility and Field staff normal work hours are 7:00 a.m. to 3:30 p.m. Half hour lunch is included for all staff. Adjustments can be requested and approved by the District Manager.

## **11.12.03 Breaks**

The District recognizes that rest periods of short duration are needed when operating heavy equipment such as the Motrim and Backhoe, and when the use of weed eaters and trimmers are used over long periods of time.

## **11.12.04 Overtime**

Nonexempt employees may not work overtime without the express prior approval of the District Manager.

## **11.12.05 Paydays**

The workweek begins at 12:01 am Monday and ends at 12 midnight the following Sunday. Employees are paid weekly thru direct deposit, unless otherwise authorized by the District Manager. If a payday falls on a holiday, paychecks will be distributed on the preceding workday.

## **11.12.06 ERRORS IN PAY**

The District takes every precaution to avoid errors in employee paychecks; if an error occurs the employee shall notify their supervisor. If an error is found, the employee shall receive an adjustment on the next regular payday.

## **11.12.07 COMP TIME**

The District Manager shall give prior approval for any comp time to be earned. Comp time must be used by the end of each calendar year. A maximum of 5 days per each calendar year may be approved.

# Time Cards/Clocks 11.13

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**11.13.01** all non-exempt employees shall record hours of work by using a time card. If you remain on the premises, you are required to punch out and in at lunchtime. If you make a mistake on your card or fail to punch it, tell your Supervisor at once and let him/her correct it. No correction fluid or tape may be used.

**11.13.02 DO NOT PUNCH ANY CARD BUT YOUR OWN.** Punching another person's time card may