**Title**: **2070 Conditions and Hours of Work**

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|  | **2070.1 Conditions and Hours of Work**   * **Hours worked**: Time that includes the hours the employees are required to be working and that are actually worked * **Overtime hours**: Hours over forty per week worked by non-exempt employees. Employees must have approval form the director, supervisor, or pastor before working. * **Workday**: Consists of regular business hours as determined by the Diocese or its locations. * **Volunteer work**: Employees cannot volunteer to perform duties that are required in their job description.   **2070.2 Meal and Rest Breaks**   * **Breaks:** Short paid breaks may be taken as approved by the director, supervisor, or pastor * **Meals:** Meal breaks consist of an unpaid meal break of at least thirty (30) minutes of the employee works a minimum of seven hours a day. An employee cannot choose to work during an unpaid meal break in order to be paid for it, or have a shorter workday, or to “make up” time that may have been missed. However, an employee may infrequently work through a meal break to make up missed time during a work week with the approval of their director, supervisor, or pastor.   **2070.3 Nursing Break Time**  In accordance with the state and federal regulations and to accommodate nursing mothers, the following guidelines in the Diocese of Altoona-Johnstown have been established:   * Nursing mothers must be allowed reasonable time for nursing. * Nursing mothers must be provided a private, uninterrupted location to nurse. Bathrooms are not permissible. * Time utilized for nursing is unpaid and not required to be made up by working extra hours. Nursing time is to be accounted for accordingly on time sheets as directed by payroll. * Nursing time must be permitted up to one year from date of birth.   The Providing Urgent Maternal Protection for Nursing Mothers (PUMP Act), enacted in 2023, requires employers to provide reasonable break time for an employee to express breastmilk for their nursing child for one year after the child’s birth each time the employee has the need to express milk. Employees are entitled to a place to pump at work, other than a bathroom, that is shielded from view by coworkers and the public.  **2070.4 Time-Keeping/Paychecks**  Accurate records of hours worked by employees bust be kept and monitored in compliance with wage and hour laws and to ascertain benefit eligibility. Employees must record all regular and overtime hours worked, paid holidays, paid holy days, hours used for approved leaves of absence (with or without pay) and Paid Time Off (PTP). Any modifications to time sheets must be signed or initialed by both the employee and the director, supervisor, or pastor. Time sheets must be signed and submitted according to the pay schedule to be paid. Employees must be paid through direct deposit and according to the diocesan bi-weekly pay periods.  **2070.5 Overtime**  Non-Exempt (hourly) employees are eligible for overtime and must be paid at a rate of one-and-one-half times their regular pay for hours worked over 40 hours per week based upon actual hours worked, as required by law. Any authorized absence, such as PTO, holy days, holidays, etc., will not be considered hours worked for calculations of overtime. Overtime must be approved by the director, supervisor, or pastor before worked. As required by law, overtime pay is to be included in the employee’s paycheck in the pay period in which it is earned.  Compensatory time off (comp time) in lieu of overtime pay is not allowable in a church organization.  In place of overtime pay, the work schedule of a non-exempt (hourly) employee may be adjusted so that the number of hours for that week totals forty (40) hours.  **2070.6 Deductions from Pay**  Deductions may be taken form an employee’s wages as required by state or federal law or court order, and with the employee’s written authorization for other permissible deductions including, but not limited to: health care or pension plan contributions, union dues, child support, withholding, creditor garnishments, and tax levies.  **2070.7 Travel and Business Expense Reimbursement**  Employees will be reimbursed for travel and business-related expenses as approved by their director, supervisor, or pastor. Employees must complete the diocesan expense form, include applicable receipts, and submit for payment according to diocesan policy.  Employees will be paid as work time for business travel according to state and federal law, but cannot be reimbursed for mileage for commuting to their permanent work location. |