



Timekeeping and Off-the-Clock Work Policy



Purpose

This policy establishes guidelines for accurate timekeeping and ensures compliance with California labor laws prohibiting off-the-clock work. It also includes procedures related to doffing and donning of required work attire or protective gear, to ensure all compensable time is accurately recorded and paid.

Timekeeping Requirements

1. Accurate Recording of Time:

- All nonexempt employees are required to accurately record their work hours, including the start and end times of their shifts, meal periods, and any overtime worked. Employees must use the company's designated timekeeping system to record these hours.

2. Clocking In and Out:

- Employees must clock in at the start of their scheduled shift and clock out at the end of their shift.
- Employees must also clock out and in for their **meal breaks**, ensuring the break is accurately captured in the timekeeping system.

3. Prohibition Against Time Falsification:

- Falsifying time records, whether by failing to record work hours, altering time records, or asking another employee to clock in or out on one's behalf, is strictly prohibited and may result in disciplinary action, up to and including termination.

Off-the-Clock Work

• Prohibition of Off-the-Clock Work:

- Employees are **not permitted** to perform any work before clocking in or after clocking out. All work-related activities, including any required tasks, must be performed during the employee's recorded working hours.

- **Reporting Off-the-Clock Work:**

- If an employee is asked to perform work off the clock or believes they are not being compensated for all time worked, they must report this immediately to their supervisor or HR. The company is committed to investigating and correcting any instances of off-the-clock work.

Doffing and Donning

1. Definition:

- **Doffing** refers to the removal of required uniforms, safety equipment, or protective gear.
- **Donning** refers to the putting on of such uniforms, safety equipment, or protective gear.

2. Compensable Time:

- Time spent doffing and donning required work attire or protective gear is considered **compensable work time** under California law. This means that employees must be compensated for the time spent engaging in these activities.

3. Recording Doffing and Donning Time:

- Employees are required to clock in **before donning** any required gear or uniform and clock out **after doffing** the gear or uniform. Supervisors must ensure that time spent on these activities is recorded and paid as part of the employee's total working hours.

Overtime and Off-the-Clock Work

- **Overtime Eligibility:**

- Any time worked beyond **8 hours in a day or 40 hours in a workweek** must be recorded and compensated at the appropriate overtime rate. Employees are prohibited from performing overtime work unless it has been authorized in advance by their supervisor.

- **Unauthorized Overtime:**

- Even if overtime is not pre-approved, it must be compensated if worked. However, unauthorized overtime may result in disciplinary action for failing to follow company procedures regarding overtime approval.

Meal and Rest Breaks

1. Recording Meal Breaks:

- Employees are required to clock out for their **30-minute unpaid meal break** and clock back in when they return to work. Rest breaks (10 minutes) are paid time and do not require clocking out.

2. No Work During Breaks:

- Employees are prohibited from working during meal or rest breaks. Any work performed during these breaks must be reported and compensated accordingly.

Supervisor Responsibilities

1. Preventing Off-the-Clock Work:

- Supervisors must ensure that employees do not perform work off the clock, including any work outside of regular business hours or during meal breaks.

2. Ensuring Accurate Timekeeping:

- Supervisors are responsible for reviewing and approving employee time records to ensure that all work hours, including overtime, doffing and donning time, and meal breaks, are accurately captured.

Penalties for Non-Compliance

Failure to comply with this policy, including performing off-the-clock work, failing to accurately record work time, or falsifying time records, may result in disciplinary action, up to and including termination.

Compliance with California Law

This policy complies with California labor laws, including the California Labor Code and Industrial Welfare Commission (IWC) Wage Orders, which require that all compensable work time, including doffing and donning, is recorded and paid.

Exceptions and Modifications

The company reserves the right to modify or amend this policy as necessary to ensure compliance with California labor laws and operational needs.