

**WAGE AND HOUR
COMPLIANCE ESSENTIALS
FOR TEAM LEADS TRAINING**



Objectives

- Working off the clock
- Personal phone usage for work
- Meal and rest break compliance
- Define team lead responsibilities in ensuring compliance



What is working off the clock?

Definition:

Performing work-related tasks outside scheduled hours without recording time

Examples:

- Completing tasks before or after shifts
- Answering calls or emails outside work hours
- Legal Risk: Violates labor laws and company policies



Personal Phone Usage for Work

Using personal devices for work-related tasks may:

- Blur boundaries between work and personal time
- Lead to unrecorded work time

Company Policy:

All work should be logged and completed on company-provided tools/devices

Key Note:

No personal device use unless explicitly authorized

Meal and Rest Break Violations

Meal Breaks:

- Employees must take an uninterrupted 30-minute meal break by the 5th hour of work

No working during breaks

Rest Breaks:

- 10-minute rest breaks for every 4 hours worked

Rest breaks should be uninterrupted and free from work duties

Violation Risks:

Premium pay, fines, and employee dissatisfaction





Team Lead Responsibilities

Prevent Off-the-Clock Work:

- Ensure employees clock in/out accurately
- Encourage employees to report all hours worked
- Address and discourage work outside of scheduled hours

Monitor Personal Phone Use:

- Remind employees to use authorized devices/tools
- Ensure all work-related communication happens during work hours

Enforce Break Compliance:

- Schedule and monitor breaks effectively
- Follow up on potential break interruptions

How to Address Violations

For off-the-clock work:

- Investigate reports promptly
- Correct time records if necessary

For personal phone use:

- Remind employees of policy
- Provide company tools if required for the role

For meal and rest breaks:

- Adjust schedules to ensure compliance
- Document and address any interruptions

Scenarios for Discussion

- Scenario 1: An employee claims they answered emails off-the-clock
- Scenario 2: An employee skips breaks to meet a deadline
- Scenario 3: An employee uses their personal phone to take work calls after hours

Discussion: How should team leads respond?

Key Takeaways

- Working off the clock, using personal phones for work, and skipping breaks can lead to legal risks and non-compliance
- Team leads play a crucial role in identifying and preventing these issues
- Always document, communicate policies, and involve HR when needed

Thank you!

Contact us below!



(909) 470-4100



HR@voyage-es.com



<https://voyage-es.com/>



[Voyage Employer Services](#)



[voyageservices](#)



[@VoyageEmployerServices](#)



[Voyage Employer Services](#)