

WAGE AND HOUR RULES

This Company strives to maintain strict compliance with the Fair Labor Standards Act (FLSA). The FLSA is a federal law that protects employees from unfair pay practices. As a general rule, the FLSA requires employers to pay non-exempt employees at least the minimum wage (an amount dictated by federal and/or state law) for all hours of work, and overtime pay (at the rate of 1.5 times the employee's regular hourly rate) for each hour worked in excess of 40 in any given workweek.

The rules below are designed to help the Company comply with the FLSA and to ensure that all employees are paid fairly and legally. Failure to follow these rules may subject you to discipline up to termination.

- You must keep an accurate record of all of your work hours in the manner designated by the Company (e.g., handwritten time card, time clock, timekeeping computer program, etc.)
- Review the accuracy of your time records before submitting them to your supervisor for processing. If you need to make a change on your time records to correct an error, make the correction before you submit it for processing. When you sign and submit your time records, you are certifying that they are complete and that they accurately reflect all hours that you worked.
- Employees are responsible for maintaining their own time records. Do not allow another employee to sign in/out for you, and do not sign in/out for any other employee.
- Enter the exact time that you begin and end working on your time records. Record all breaks during which you are completely relieved from work duties if they exceed 20 minutes, including meal breaks. You should not be performing any work during your recorded breaks, as these entries may be deducted from your total work hours as noncompensable time off.
- You must obtain your supervisor's approval before working over and above your regularly scheduled work hours. This includes time incurred before or after your regular shift, during unpaid meal breaks, or after hours at your home or another off-site location. If you do perform any work outside of your regularly scheduled hours, you should record the time accurately on your time records.
- Your time records should include entries for time spent at mandatory, job-related training programs, lectures, or meetings.
- Do not carry over hours of work from one day to the next, or from one week to the next. Your time records should reflect the exact hours worked for each day indicated.
- The Company prohibits retaliation (e.g., demotion or termination) against any employee for making a complaint about a suspected violation of the FLSA. If you have a complaint about the Company's pay practices, or if you believe you have been retaliated against for making such a complaint, please report it immediately to the President of the Company or the Company's human resources department.