

Tender Care Medical Services, Inc.

POLICY & PROCEDURES

Title: Clocking In/Out

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Review Date:

Revision Date:

Originating Department: Human Resources

Approved By:



Purpose:

To establish a policy for non-exempt (hourly) employees regarding clocking-in and out to ensure an accurate record of time worked for proper compensation.

Policy:

The Company, as allowed by the Fair Labor Standards Act, employees are paid at the recorded time clocked-in and out each day. Employees may not clock-in early prior to the starting time of their shift or clock-out late when leaving without prior approval of their supervisor.

Failure to clock-in upon arrival at work or clock-out at the end of an employee's work may result in disciplinary action, up to and including termination.

In the event an employee fails to clock-in or clock-out properly, i.e. misses a punch, or forgets to clock-in/out, the employee should be paid the appropriate time for all hours worked. If an employee continues to clock in or out for unauthorized time, e.g. reporting too early or leaving too late, the employee should be paid for the hours on the clock or reported hours, but the violations should be handled through the disciplinary policy.

"Off the clock" work is not allowed.

A non-exempt employee should clock out anytime he/she leaves the Company property for a non-working reason(s).

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Verifying Time:

All non-exempt employees must verify their time worked each pay period. Failure to verify time may result in incorrect payment to the employee. If an employee continually fails to verify his/her time, disciplinary action may result.

Meal Periods:

All employees are strongly encouraged to take a meal break. It is the responsibility of the supervisor/manager to ensure the availability of the break when possible. All non-exempt employees who do not receive an uninterrupted meal break must use the missed meal break form and submit it to the respective supervisor to ensure payment. It will be the employee's responsibility to record this and the supervisor/manager, and/or Administrator's responsibility to monitor and verify the missed meal break. **The missed meal break form must be completed and forwarded to Payroll.**