

## **Overtime**

Employees shall be paid for their hours worked in accordance with all legal requirements. Employees who qualify as administrative, executive, or professional employees within the meaning of the state and federal wage and hour laws are exempt from overtime pay and are not subject to this policy. All non-exempt employees qualify for overtime pay.

1. **Overtime Approval.** All overtime work by a non-exempt employee must be approved *in advance* by an employee's supervisor. Unauthorized overtime is against company policy. Employees who work unauthorized overtime are subject to discipline, up to and including termination.
2. **Time-Keeping.** Employees shall record all time worked, including time worked over their normal schedule, on the time sheet or time card at the time it actually occurs.
3. **Off the clock work prohibited.** Employees may from time to time receive work-related emails, text messages, or phone calls outside of their normal schedule. Company policy explicitly prohibits non-exempt employees from engaging in any off-the-clock work, including responding to company emails, text messages and phone calls during off hours. Employees who respond to such emails, text messages or phone calls during off hours will be subject to discipline, possibly including termination. If you receive a time sensitive email, text message or phone call during non-work hours, you must receive approval from your supervisor before responding to said message.
4. **Weekends.** Weekend work does not automatically qualify for compensation at a premium rate of pay. Hours worked on Saturdays and/or Sundays qualify for premium pay only if they qualify as overtime hours over 40 working hours in a week.

## **Prohibited Cell Phone Use**

We know that our employees may use their cell phones for work-related matters, whether these devices belong to the employee or are issued by the Company.

Employees are expected to operate motor vehicles safely in accordance with all applicable laws. The Company discourages the use of cellular telephones and prohibits the use of texting devices while driving. If an employee operates a motor vehicle while using a cell phone, the cell phone must be used in a manner that allows hands-free listening and talking operations. It may not be used under any circumstances that would distract an employee from the duty to drive in a safe and non-negligent manner. Reading, preparing, typing or sending text messages while operating a motor vehicle of any kind is strictly prohibited.

If you must make a work-related call while driving, and you do not have a hands free listening device, you must wait until you can pull over safely and stop the car before placing your call. If you receive a work-related call while driving, you must ask the caller to wait while you pull over safely and stop the car. If you are unable to pull over safely, you must tell the caller that you will have to call back when it is safe to do so.