All non-exempt employees are required to accurately record all time worked (whether completed on the premises or elsewhere). Company time does not include any time worked during meal periods or rest breaks. Employees may not perform non-Company work on Company time.

The following time recording procedures are required to be followed by all non-exempt employees. Employees must:

1. Clock “in” immediately before starting any of your duties for a shift, and clock “out” immediately after finishing all of your duties for that shift.

2. Clock out before beginning any meal period, and clock in before returning to work after any meal period.

3. NOT perform any work while clocked out. Should you inadvertently fail to clock “in” or “out” for any shift, or should circumstances arise which require you to perform work while clocked out, you must keep track of this extra time worked and notify your supervisor immediately so that he/she can adjust your time records to reflect all time worked. Both you and your supervisor must initial any such changes.

4. Not work more than eight hours in a single day or more than 40 hours in a single week without prior authorization from your supervisor.

5. Sign and date your timesheet at the end of each pay period to acknowledge that your time records are correct.

6. Be responsible for reviewing and confirming the accuracy of your time and payroll records. You must promptly report any suspected errors to your direct supervisor and Payroll Administrator for review and, where appropriate, correction.

7. Not punch, alter, or record another employee’s time. Similarly, you may not allow another employee (except for your immediate supervisor) to punch, alter, or record your time. Violations of this provision may be subject to disciplinary action, including termination.

It is an employee’s responsibility to accurately clock in and clock out for every shift worked. Employees may not begin work until clocking in and must stop working before clocking out. If an employee forgets to clock in or out, is not able to clock in or out, or if he or she believes their time records are not recorded accurately, the employee must immediately notify his or her supervisor so the time can be accurately recorded for payroll purposes. The Company relies on the accuracy of employee time entries in order to pay employees on a timely and correct basis.

Employees are not required to perform any work when off-duty. However, your supervisor may allow you to engage in work-related communications when you are off-duty. For example, an employee may be permitted to make or return work-related phone calls and/or send or reply to work-related emails and texts. If you choose to engage in work-related communications when you are off-duty, you must have your supervisor’s approval, accurately track your time and turn it in to your supervisor for the applicable payroll period.
OVERTIME
Employees may be required to work overtime as necessary. When possible, advance notification to the employee will be provided. All overtime work by non-exempt employees must receive their supervisor’s prior authorization; however, overtime compensation will be paid to all non-exempt employees in accordance with Federal and State laws. If prior authorization is not obtained, non-exempt employees will be subject to discipline up to and including termination of employment. Only actual hours worked in a given workday or workweek apply in calculating overtime. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

PAY DAYS
Pay periods and paydates vary by Larry H. Miller business enterprise. Any questions about paychecks should be immediately brought to the attention of your Payroll Administrator.

If a payday falls on a weekend or holiday, employees are paid on the previous business day. Commissioned employees may be paid on a different basis, which is explained in applicable, written pay plans.

PAYROLL DEDUCTIONS
State and federal laws requires certain deductions on your behalf. Amounts withheld vary according to your earnings, marital status, and number of exemptions. Required deductions include: (1) Social Security (FICA); (2) Medicare; (3) Federal income tax; (4) State income tax; and, (5) California State disability insurance (SDI) (including paid family leave insurance (PFL)). Voluntary deductions for the employee portion of health insurance premiums, and other deductions made for your benefit elections, must be authorized by you in writing.