341: Overtime

300: Human Resources · https://milo.masseyservices.com/docs/341-overtime/

Section: Human Resources
Subject: Overtime & Timekeeping Policy
Approved by: Tony Massey
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Policy Owner: Director of Human Resources

Policy

It is the policy of Massey Services to pay overtime to eligible team members in accordance with applicable Federal and State laws.

Time Records

Team Members eligible for overtime must maintain a daily record of all hours worked. These records must:

- Document actual hours worked, and are to show start times, lunch breaks, and end times.
- Be signed by the team member and submitted at the end of the pay period to their General Manager or designated supervisor for approval.

Individual time worked may be recorded on an electronic time tracking system for all non-exempt team members, on the "Daily Activity Report" or "Daily Service Schedule" as required of service team members or on a "Payroll Time Sheet" for non-exempt team members without access to the electronic time tracking system.

Nonexempt team members using electronic or other communications for work-related purposes during unauthorized times (non-work time) may face disciplinary action. Supervisors mandating such communication during unauthorized times may also face disciplinary measures, including termination.

No manager or representative of Massey Services is authorized to request or require a team member to work “off the clock.” If you are performing work for the company, your time should be recorded and included in hours of work for the workweek.

Overtime

- Overtime is paid at one and one-half times the base hourly rate or as per the weighted average rate for eligible team members.
- Approved absence for vacation with pay is not considered time worked for overtime computation.
- Time spent on paid holidays, sick leave, jury duty, funeral pay, voting, election time, or personal absence is not counted toward overtime calculations
- Team members should notify management if overtime hours may be required, and advance approval is required. The General Manager or Corporate Department head must sign and approve any time records that reflect overtime payment.
- Team members are expected to cooperate when required for overtime.

Payment records for nonexempt salaried office team members and hourly team members which records overtime must be forwarded to the Corporate Payroll Department for processing.

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