



University Corporation at Monterey Bay

100 Campus Center Bldg 201, Suite 101 Seaside, CA 93955

TIMEKEEPING POLICY - Please read carefully.

All hourly (non-exempt) employees, including students and interns, must complete a time sheet at the end of each pay period worked. When completing the time sheet please use the following rules:

The time recorded on the time sheet must accurately reflect the actual hours worked. If you arrive at work at 9:45, you cannot record that you arrived at 9:30. Total hours worked are rounded to the nearest quarter hour.

Overtime for non-exempt employees **must be approved** by the immediate supervisor in the timekeeping system. Overtime is paid for:

- Any time worked over 8 hours a day
- Any time worked over 40 hours a week.
- Any time worked over 12 hours a day is double time
- The first 8 hours worked on the 7th consecutive workday in a defined workweek* is time and a half. Any time worked in excess of 8 hours is double time.

*The University Corporation's workweek begins Monday at 12:01 am and ends Sunday at midnight.

Employees are required to take a **10** minute net rest time per four (4) hours or major fraction thereof. If your workday ends in less than 3.5 hrs, you are not authorized to take a break. Authorized rest period time shall be counted as hours worked and will not be deducted from wages.

An employee working more than 5 hours per day is entitled to at least a half (1/2) hour meal break "no later than the end of the employee's fifth hour of work". This is an unpaid break and is not to be done while working. Clocking out for meal break must be recorded on your time sheet. If your work period is no more than six (6) hours, the meal period may be waived if both you and supervisor agree. **"Meal break waived"** is written in the note section.

The screenshot shows the 'Timecard' system interface. At the top, there are tabs for 'Timecard', 'Totals', 'Schedule', and 'Time Off Balances'. Below these is a table with columns: APPROVE, WEEK 2, IN - OUT, PAY CODE, HOURS, ACCOUNT, FUND, DEPARTMENT, and PROGRA. The table shows data for Monday 04/18 and Tuesday 04/19. Two callout boxes with red borders point to drop-down menus: one on the left points to a menu icon in the 'APPROVE' column, and one on the right points to a search icon in the 'FUND' column.

Breaks and meal periods may not be combined at the beginning (coming in late) or end of a workday (leaving early).

Employees accruing Sick &/or Vacation leave (excludes faculty):

If you need to take time during your shift for illness or injury for yourself or a family member, you must record the time as sick leave. You must present a Dr's note for sick leave absences of **3** or more days. Vacation leave (*if applicable*) should be used for absences other than those listed in the Corporation Sick Leave Policy. You must notify your supervisor, in advance if possible, and leave is recorded on your time sheet or absence report for exempt* employees. You must use all leave credits before going on an unpaid leave. *Exempt employees record full day absences only.

I (Print name) _____ acknowledge that I have read ,understand, and will comply with the above timekeeping policies.

Employee Signature _____

Date _____