

# Time Reporting Policy

## Purpose

The purpose of this policy is to provide time reporting requirements for all employees of Goodwill Industries of Northwest Ohio. The Fair Labor Standards Act (FLSA) and comparable state overtime laws require employers to keep accurate time records for nonexempt employees.

## Eligibility for Overtime

In accordance with the Federal Labor Standards Act (FLSA), nonexempt employees are eligible to receive overtime pay at a rate of one and one-half times their regular pay for time worked in excess of 40 hours per workweek.

The "workweek" covers seven consecutive days beginning on Saturday at 12:00 AM and ending on Friday at 11:59 PM. The usual workweek period for Full-time employees should not exceed 40 hours, in a given week. Exempt employees are not eligible for overtime; regardless of the amount of hours worked in a given week.

## Scheduling and Working Overtime

Before overtime is worked, an employee must have approval from his or her supervisor. Overtime is considered a condition of employment, and refusal to accept it when reasonable notice has been given is cause for discipline, up to and including termination. At the supervisor's discretion, an employee's work schedule may be adjusted during a workweek to avoid overtime.

## Time Worked

Approved paid absences, including sick leave, vacation leave, holiday leave, Family and Medical Leave Act (FMLA) leave, military leave, jury and witness duty, funeral/bereavement leave, and voting time off are paid at an employee's regular rate of pay, but are not counted as time worked for the purposes of computing overtime.

## Procedures

All Employees will submit their time cards bi-weekly as directed by their managers. Time cards must show all hours worked with departmental codes and labor distribution codes (e.g., hours worked, vacation time, sick time) that were incurred for the week. Time cards must not be completed in advance.

## Responsibilities

Each employee is to:

- Maintain an accurate daily record on his or her time record of hours worked and the correct attendance codes.
- All absences from work schedules must be appropriately recorded and coded.
- Entries must be made daily and the time cards must be signed.
- Obtain approval for any overtime or work adjustments prior to the hours worked.
- Submit the completed time record in the format required to the manager in the time period required for approval.

I, \_\_\_\_\_, acknowledge that I have received a copy of this document and understand according to Goodwill's Employee Handbook, Section 7 page 3 of 7: "***Dishonesty; willful falsification or misrepresentation of time cards or alteration of company documents***" is considered a serious violation of company policy resulting in immediate termination of employment.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date