



[SAMPLE] Wage & Hour Policy

DISCLAIMER: No Attorney-Client Relationship Created by Use of this Document. We cannot provide legal advice, nor can we provide advice regarding specific workplace situations.

This document includes information about legal topics and workplace best practices. Such materials are for informational purposes only and may not reflect the most current legal developments. These informational materials are not intended, and should not be taken, as legal advice on any particular set of facts or circumstances. You should contact your in-house staff for advice on specific workplace and/or legal problems.

California Wage & Hour/Time Tracking Policy

Some employees are exempt from California wage and hour laws and are not eligible for overtime. This policy does not apply to those exempt employees.

Other employees are not exempt from California wage and hour laws and therefore, are eligible for overtime per the state overtime laws. Whether your position is exempt or non-exempt from overtime laws is noted in your job description. If you have any questions, please email our Human Resources Department.

For those employees who are not exempt from overtime laws, you are required to track and record all hours worked each day. So whether you are turning on your work computer or other work system and/or answering email after normal business hours, please track and record your hours worked. Here is our protocol for recording hours worked:

[Fill in with employer specific procedures for tracking/recording time]

Non-exempt employees will earn overtime compensation at a rate of 1.5 times their regular rate of pay for any hours worked in excess of 8 hours per day and/or 40 hours per week. Please note that non-exempt employees must communicate with their supervisor regarding their need to work overtime and must receive authorization from their supervisor prior to working more than 8 hours per day and/or 40 per week.

Non-exempt employees are entitled to 10 minutes of rest for shifts that last over three hours. Non-exempt employees may take a second 10 minute rest break if their shift is longer than five hours. Prior to taking a rest break, you must tell your supervisor so your supervisor can coordinate staffing or operational needs at that time. Your supervisor may tell you to wait a few minutes if other employees are also taking a break at that time, but will allow you a rest break as soon as the other employees return. If working a shift of five hours or more, non-exempt employees are also entitled to at least a 30-minute duty-free meal period where the employee is not working or expected to work. All non-exempt employees must take a meal period during their shift and no later than after five hours of work.

Non-exempt employees must take a second meal period after no more than ten hours of work. Again, prior to taking a meal period, employees must coordinate with their supervisor so the supervisor can coordinate staffing needs.

Employees' completed time sheets and records are due:

[Fill in when and where time records are due]

Prior to submitting your time records to the payroll team, you must verify that the time records are an accurate reflection of your hours worked during that pay period and that you were allowed to take a proper meal period and rest break during the days or shifts noted on the time record. We expect all employees to submit accurate time records.

Again, if you have any questions on this Policy, please contact our Human Resources Department.