Clock In/Out Policy

All employees are required to

* Clock in for work at the start of their shift
* Clock out for an unpaid lunch break
* Clock at the end of their lunch break
* Clock out at the end of their work shift

The HR manager will set up each new hire to our online system called Click or tap here to enter text.. The time sheets created by clocking in and out will be used to calculate the hours worked for the week.

Daily clock ins and clock outs must be completed every day by all hourly employees, with no exceptions. We are legally obligated to keep track of all hours worked and to pay accordingly.

Overtime is accrued after more than 40 hours of work have been completed during a given work week. Any hourly employee that is required to work more than a 40-hour week must get prior authorization from the HR Manager and their supervisor before exceeding 40 hours.

Click or tap here to enter text.

Click or tap here to enter text.