

HUMAN RESOURCES
POLICY AND PROCEDURE MANUAL
FOR
MARLBOROUGH HOSPITAL
MARLBOROUGH, MASSACHUSETTS

EFFECTIVE DATE: 3/15/2010

POLICY: HR42

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CATEGORY: HUMAN RESOURCES

SUBJECT: TIME REPORTING FOR NON-EXEMPT EMPLOYEES

I. PURPOSE & POLICY STATEMENT:

This policy has been established to ensure that non-exempt employees are compensated in accordance with all applicable state and federal laws. The policy describes the methodology used to calculate the amount of wages earned by non-exempt employees.

- A. Non-exempt employees are responsible for accurately and timely recording all time worked. Managers are responsible for approving all time worked and paid time off submitted by non-exempt employees. Employees who work unauthorized hours may be subject to discipline.
- B. Non-exempt employees are paid [weekly] for time worked as recorded through the applicable time reporting system. Non-exempt employees must record the exact time they begin working and the exact time they stop working. Time worked is calculated to the closest 15-minute interval.
- C. Non-exempt employees who begin work after the start of their scheduled work shift will be considered late, and may be subject to discipline up to and including termination.
- D. Non-exempt employees who leave the premises without authorization from their supervisor prior to the end of their scheduled work shift may be subject to discipline up to and including termination.
- E. Non-exempt employees who work more than their scheduled hours of work without proper authorization may be subject to discipline up to and including termination.

II. SCOPE:

This policy covers all non-exempt employees. If any conflict exists between this policy and a collective bargaining agreement provision, the language of the applicable collective bargaining agreement prevails for those employees represented for purposes of collective bargaining.

III. DEFINITIONS:

Meal period: 30 consecutive uninterrupted minutes of unpaid time during which employees are free to leave the premises.

Work break: 15 minutes or less of paid time during which employees may take time away from work-related activities, which may be given at the discretion of Marlborough Hospital.

Non-exempt: A position subject to the minimum wage and overtime provisions of the Fair Labor Standards Act and Massachusetts state law.

IV. RESPONSIBILITY:

Managers, supervisors, and employees, together with the Human Resources department and Payroll Department are responsible for complying with this policy.

V. PROCEDURE:

All non-exempt employees are required to accurately record their hours of work by signing in and out on their time sheets. Massachusetts law requires that any non-exempt employee working a shift of more than six consecutive hours be given 30 consecutive minutes for an uninterrupted unpaid meal period.

If requested by his or her manager, an employee may voluntarily waive his/her right to a meal period. If an employee agrees to work his/her meal period, or if the employee is required and agrees to remain on the premises (not just on the unit) during his/her meal period, the employee MUST be paid for the meal period. Payroll will assume that the 30 minute consecutive uninterrupted meal period has been taken unless the employee or manager records on the timesheet that the meal period was not taken. If a meal period has not been taken, employees must record this on their timesheet as "no lunch" under the applicable shift.

Employees are responsible for accurately reporting each day's time worked in each week and signing the time sheet accordingly. Managers are responsible for reviewing and confirming the information, signing the time sheet, and submitting it to the payroll office by 10:30 a.m. on the Monday of the following week.

Non-exempt employees must record their start time consistent with the time they actually start working and record their end time consistent with the time they actually stop working. No employee is authorized to record a start or stop time before beginning or completing work (i.e. pre-filling out a timesheet).

It is a violation of policy for anyone to change, alter or adjust an employee's reported time in any way. Any changes to an employee's reported time must be discussed with the employee, with the employee's acceptance of the change documented. If the employee does not agree with the change, the manager must notify the Controller or Payroll Coordinator. Employees must always be paid for all time worked, whether or not authorized, and whether or not the time worked falls within the employee's scheduled shift.

No employee is authorized to swipe the badge of another employee or sign in or out on behalf of another employee. Any employee who engages in this practice will be subject to serious disciplinary action, up to and including termination.

It is a violation of policy for anyone to instruct or encourage another employee to work off-the-clock, to incorrectly report hours worked, or to alter another employee's time records. If anyone instructs or encourages an employee to incorrectly report hours worked, work off-the-clock, or to alter another employee's time records, that employee should report the incident immediately by contacting the Human Resources Department. Every report will be fully investigated and corrective action will be taken where appropriate, up to and including termination for any employee(s) who violates this policy. In addition, Marlborough Hospital will not tolerate any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

VI. MONITORING:

Individual managers/supervisors together with the Human Resources and Payroll Departments are responsible for monitoring compliance with the policy.

Rescission: This is a new policy on 3/15/10.
Reviewed: 3/15/10
Developed by the Human Resources Department