

UNAUTHORIZED WORK HOURS

I _____ understand that I cannot work unscheduled work hours that have not been properly authorized by my manager ahead of time. I further understand that working an unauthorized schedule will be cause for disciplinary action, up to and including termination.

EMPLOYEE SIGNATURE

DATE

LUNCH BREAKS

Employees scheduled for 8.5 hours or more in a single work day are required to take a half-hour lunch break. They are not expected or required to be on-hand to work during the one-half hour lunch (whether they freely choose to leave or remain at the worksite).

Employees must notify their supervisor immediately if they are not free to take their (1/2) one-half hour lunch period without an expectation, or "reasonable understanding" that they must work, or be on hand to work. A "reasonable understanding" is a condition in which it is generally known, or the employee reasonably believes that failure to perform work (or be available -"on hand" to perform work) during their break will result in some negative effect on employment. Employees must notify their supervisor immediately if they believe they are faced with a condition of this nature since they must be paid for the one-half hour lunch.

I _____ understand the following:

- If I work 8.5 hours in a single day I am required to take a lunch break, and that I must clock "out" and "in" for lunch.
- If I work 8.5 hours or more and I have not clocked "out" and "in" for lunch, the time clock system will automatically deduct the one-half (1/2) hour lunch break off my time for that day.
- I must notify my supervisor immediately if I believe that I'm not free to take my one-half hour lunch break without an expectation or reasonable understanding that I must work or be on hand to work since this will require that I be paid for the (1/2) one-half hour lunch.
- Working my one-half hour lunch without immediately notifying my manager of the condition will be cause for disciplinary action, up to and including termination.
- Employees who work less than 8.5 hours in a single work day are not required to take a lunch break.

EMPLOYEE SIGNATURE

DATE