



POLICY: Timekeeping - Non-Exempt (Hourly)

<i>Original Implementation Date:</i>	7/2016	<i>Date Reviewed/ Revised:</i>	6/15/2022	<i>Area of Responsibility:</i>	Human Resources	<i>Version:</i>	3
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PURPOSE: The purpose of this policy is to outline the timekeeping policies of Sun Health. It is the goal of Sun Health to ensure all employees are paid for all hours worked. Accurately reporting time worked is the responsibility of every nonexempt employee. Sun Health must keep an accurate record of time worked to calculate employee pay and benefits.

POLICY:

Time Worked: Time worked includes all time that an employee is required to be performing duties for the company. Time worked is used to determine compensation, including possible overtime pay, required for nonexempt employees. All paid breaks must be taken on campus.

The following provisions are included as time worked:

- **Work away from premises or at home:** If approved, work performed off the premises or job site or at home by a nonexempt employee will be counted as time worked. A nonexempt employee will not be permitted to perform work away from the premises, job site or at home unless approved in advance in writing by the department director.
- **Employees who work without permission** will be paid for the work time, but may be subject to disciplinary action for failing to follow company policy.
- **Travel time.** Employees required to travel from one community to another, or to any location for work related purposes will be paid for that time.
- **Break time.** Rest periods of 10 minutes or less, taken on campus are counted as time worked.
- **Editing of timecard.** Any changes to an employee’s timecard must be requested by the employee through the timeclock or UKG (Kronos). Supervisors or Managers changing employees’ timecard punches without written authorization from the employee may face disciplinary action, up to and including termination.

Time Not Worked: Per the Fair Labor Standards Act (FLSA), Sun Health does not count the following provisions as time worked:

- **Paid leave:** Approved paid absences, including sick leave, vacation leave, holiday pay, Family and Medical Leave Act (FMLA) leave, military leave, jury and witness duty, funeral/bereavement leave, and voting time off are not counted as time worked. Employees must exhaust all available Paid Time Off s (PTO) before requesting unpaid time off for all absences.
- **Lunch or dinner periods:** Uninterrupted time off for lunch or dinner is not counted as time worked. If you work five and half hours a day or more, you will receive at least a thirty-minute meal break scheduled by your supervisor. Employees must clock out for meal periods. If an employee is interrupted while on a meal break for work, they must notify their supervisor and be compensated for time worked.
- **Off Campus:** Any time spent off campus for non-work reasons will not be paid, lunch period or otherwise. Clock out if you are going to leave the premises after you have notified and received permission from your supervisor.

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Timekeeping: Nonexempt employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons.

It is the employee's responsibility to review his or her time record to verify the accuracy of all time recorded before the end of each pay period. The supervisor will review and approve the timesheet for payroll processing. In the event of an error in reporting time, employees must immediately submit a timesheet change request to correct the error.

If employees want to have PTO/PST applied to their timesheet to bring total paid time to their normally scheduled hours, they must submit a PTO /PST Time Off Request before the end of the pay period using the timeclock or Kronos. All Full Time employees (30 hours or more) with a PTO /PST balance will be brought to 30 hours each pay period using PTO /PST if they work less than 30 in the pay period to maintain full time status.

Enforcement: Failure to clock in or out more than two (2) times within a sixty (60) day period may result in disciplinary action. At no time should an employee be on campus performing work without being clocked in. Altering, falsifying, tampering with time records or recording time on another employee's time record will also result in disciplinary action, up to and including termination of employment.

Overtime: Your immediate supervisor must authorize all overtime. Nonexempt employees will be paid overtime for approved and required overtime work as follows:

1. You will be paid at straight time (i.e., your regular hourly rate of pay) for all hours worked up to forty* hours in any given workweek.
2. *Nurses and other staff working the 8/80 schedule: Nurses and other care personnel who sign an agreement to work the 8/80 schedule will earn overtime pay (time and a half) for any hours worked in excess of 8 hours in a day and 80 hours in the two week pay cycle. This schedule provides flexibility for staff working in our healthcare centers.
3. You will be paid one-and-one-half times your regular hourly rate of pay for all hours worked beyond the fortieth hour in any given workweek.
4. All overtime must be pre-approved by your Supervisor.
5. Time off on PTO or any leave of absence will not be considered hours worked for purposes of overtime calculations.
6. Employees applying PTO hours to their timecard for a week cannot exceed 40 hours of compensation unless part of a company PTO buy-out program.
7. Failure to work scheduled overtime or overtime worked without prior authorization from your Supervisor may result in disciplinary action, up to and including termination of employment.

Your Supervisor will attempt to provide you with reasonable notice when the need for overtime work arises. Please remember, however, that advance notice may not always be possible.

You will normally receive payment for overtime in the pay period following the period in which such overtime is worked, providing that your time record has been properly prepared, approved by your supervisor, and forwarded to payroll for processing in a timely manner. Any employee who has a question in regard to the status of their employment (hourly or salary) should contact their supervisor.

RELATED POLICIES: *Meal and Break Periods*