

LUNCH & TCSO TIMESHEET INFORMATIONAL

All employees are responsible for properly signing in and out so accurate hours worked are reflected on the time cards.

The accurate recording of employees' working hours is a serious matter. These guidelines are designed to ensure compliance with the Fair Labor Standards Act (FLSA) and to ensure that all employees are paid fairly and legally.

Employees should not sign in more than **10 minutes** prior to their shift or more than **10 minutes** past their shift end time without express written permission. **Acadia Workforce**, Inc is proud that our employees are willing to go the extra mile while at work but do request that each employee use good judgment in determining when overtime is a necessity to meet company objectives. Any overtime beyond the 10 minutes **MUST** be approved in advance.

All employees are required to take their assigned lunch break and sign out during this non-working time.

Do not allow another employee to sign in/out for you, and do not sign in/out for any other employee.

Employees who falsify information relating to their working hours or to the working hours of other employees are subject to discipline, up to and including termination of employment.

Please be sure to notify your manager immediately if you forget to Sign in/out or make an error on your time card so that it can be corrected.

Failure to follow these rules may subject you to disciplinary action up to and including suspension or termination.

Timesheet

Any of the Charge staff can sign the time sheet of agency staff.

Please ensure total time sheet entries are completed before signing off on them.

Time In, Lunch Break, and Time out.

The agency staff must document a 30 min lunch break.

Please ensure proper time-management and coordination in your shift for this.

This would be considered even if 30 minutes was broken up in to several intervals of 10 minutes or 15 minutes to equal the 30 minutes. So If you have time to be on internet, reading e-mails, visiting, etc.- and do not get lunch this is an individual time management issue vs. busy shift.

If it is too busy on the shift to get a break and you have exhausted resources to include; calling all nurses to coordinate break and shift Supv. or / Sgt. on duty.

A no lunch time sheet must be referred to the Nurse Supervisor before signing need to call/ or email to notify.

The Agency nurse will e-mail a copy of this time-sheet for verification of no lunch to the TCSO Nursing Supervisor.

Please contact me at 800-331-1531 if you have any questions regarding these timekeeping/overtime guidelines.

Signature:

I acknowledge I have read, understand and agree to follow the guidelines listed above.