

**POLICY NAME** WORKING OFF THE CLOCK

**POLICY NUMBER** 2.3.3

**CATEGORIES**

**DATE PROPOSED:** 8/10/18

**DATE OF VOTE:** 8/10/18

**ACCEPT (Y/N):** Y

The Ice Sports Center (ISC) does not allow any non-exempt, hourly workers to work “off-the-clock” without pay at any time or for any reason. Doing so will result in disciplinary action up to, and including, termination.

An employee may not do any work before clocking in, and, if he or she does, management must be contacted to override the start time so that he or she will be paid for all time worked.

An employee may not do any work after clocking out, and, if he or she does, management must be contacted to override the stop time so that he or she will be paid for all time worked.

If an employee clocks out for a meal or break period, they may not do any work until they are clocked back in, and, if he or she does, management must be contacted to override the break time so that he or she will be paid for all time worked.

Supervisors are responsible for monitoring employees to ensure that all are paid for any time worked. Failure to do so could result in disciplinary action up to, and including, termination.

If any employee observes, or has reason to believe, another employee has done any off-the-clock work, he or she should report their concern to their supervisor, the Manager on Duty, or the Senior Facility Manager.