

POLICIES RELATING TO NONEXEMPT EMPLOYEES (proposed to be added to current overtime section or a standalone section).

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

Nonexempt employees are prohibited from accessing job-related e-mails and conducting other business outside of work hours.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should report to work no more than 0 minutes prior to their scheduled starting time nor stay more than 0 minutes after their scheduled stop time without expressed, prior authorization from their supervisor.