

E 410 - WORK TIMES & ATTENDANCE

Normal Start Work Times:

- Field- 7:00 a.m. to 4:00 p.m.
- Office- 8:00 a.m. to 5:00 p.m.
- Purchasing / Warehousing - 6:30 a.m. to 4:30 p.m.
- Management / Salary Emp. - 6:30 a.m. to the hours required

Regular and punctual attendance is expected and necessary to achieve high levels of efficiency and effectiveness and to maintain proper staffing levels. As a result, we expect our employees to be on time, return promptly from breaks and work their standard workweek. If you are going to be absent from work, you must call your immediate supervisor so the necessary staffing adjustments can be made.

If for some reason you cannot make it here at 8:00 a.m. it is to be discussed with your manager and they are to submit something in writing to Human Resources stating exactly what your work hours will be and the reason you cannot work the regular business hours. This will be placed in your personnel file for informational purposes.

If you require time off due to illness or injury, you must contact your supervisor as soon as you know you will be absent from work. If you are unable to make immediate contact with your supervisor, you must continue to call until contact is made. You must make direct verbal contact with your supervisor.

If you are taking paid time off time you must submit a "Paid Time Off Request Form" approved by your immediate supervisor.

MEAL PERIODS:

All full-time employees are provided with one meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.