

TIME-CLOCK POLICY

All company drivers, hourly office employees and hourly mechanics of Jason's Hauling, Inc. are required to submit their time using a time-clock/card-swipe system. This process is mandatory and will be used in accordance with Federal and State regulations. Set forth are the procedures and disciplinary guidelines for the use of this system.

Company Driver's

I. Time-Clock Procedures – Tampa Division:

- A. All company drivers will be issued a time card. All time cards will have an employee-specific ID. Upon swiping the card, your name and ID should appear on the screen. If your name does not appear, please report this to the main office immediately. See Disciplinary Procedures below for time-clock abuse.
- B. Driver's work day begins upon arriving at the yard at the time previously determined by dispatch. You are not to arrive at the yard earlier than your designated arrival time nor are you to clock in until the expected time. Each driver will be allowed a 30-minute window after clocking in to pick up their dispatch and perform the pre-trip inspection on their truck. See Disciplinary Procedures below for time-clock abuse.
- C. Upon returning to the yard, all drivers are to perform their post-trip inspection, turn in all required paperwork and clock out. Again, a 30-minute window will be given to complete the required tasks. See Disciplinary Procedures below for time-clock abuse.
- D. Included with each employees paycheck will be a weekly time clock report. Please review this report immediately and sign and return to the main office. If you do not understand the calculation of your total time or have any questions regarding your paycheck, you may ask for a written explanation from the company Controller.

II. Time-Clock Procedures – Winterhaven, Orlando & Sarasota Divisions:

- A. Winterhaven, Orlando and Sarasota drivers will be submitting weekly manual timesheets to their supervisor(s). Timesheets must be completed daily, and all start and ending times must be approved by your supervisor or jobsite foreman. The timesheets are due according to the workweek ending date, normally each Thursday, unless changed due to Holiday's or other circumstances as needed. It is illegal to complete a timesheet on behalf of another driver or employee. See Disciplinary Procedures below for timesheet abuse.
- B. Driver's work day begins upon arriving at the yard at the time previously determined by dispatch. You are not to arrive at the yard

earlier than your designated arrival time nor are you to clock in until the expected time. Each driver will be allowed a 30-minute window after clocking in to pick up their dispatch and perform the pre-trip inspection on their truck. See Disciplinary Procedures below for timesheet abuse.

- C. Upon returning to the yard, all drivers are to perform their post-trip inspection, turn in all required paperwork and clock out. Again, a 30-minute window will be given to complete the required tasks. See Disciplinary Procedures below for timesheet abuse.
- D. A copy of your timesheet will be included with your weekly paycheck. Please keep this for your records. If you do not understand the calculation of your total time or have any questions regarding your paycheck, you may ask for a written explanation from the company Controller.

Hourly Office Staff & Mechanics

- I. All hourly office staff and mechanics will be issued a time-card. All time cards will have an employee-specific ID. Upon swiping the card, your name and ID should appear on the screen. If your name does not appear, please report this to the main office immediately. See Disciplinary Procedures below for time-clock abuse.
- II. All hourly office staff and mechanics will be required to clock in at their pre-determined start time, clock out for lunch, clock in upon returning from lunch and clock out at the end of their workday. Overtime will not be paid unless previously approved. See Disciplinary Procedures below for time-clock abuse.
- III. Mechanics Only: All mechanics must submit a manual timesheets for work done while on-call or during non-regular work hours. This time will be added to your weekly time clock report for your review and approval. Manual timesheets are due no later than Monday for the prior week's work performed. See Disciplinary Procedures below for additional information on failure to submit timesheets on time.
- IV. Included with each employees paycheck will be a weekly time clock report. Please review this report immediately and sign and return to the main office. If you do not understand the calculation of your total time or have any questions regarding your paycheck, you may ask for a written explanation from the company Controller.

Disciplinary Procedures

- I. All employees are required to report to work on time.

- II. Employees may only clock in or out using their individual card. You may not use any other employee's time card. Using another employee's time card or clocking in or out for someone else is grounds for termination.
- III. Manual Timesheets may only be completed and submitted by the employee. Submitting or completing a manual timesheet on another employee's behalf is grounds for termination.
- IV. Failure to submit Manual Timesheets by the respective due dates: i.e. Mechanics – due Monday of the following week the work was performed, Drivers – due Friday after the close of their workweek, Office Staff – due Monday morning of the following week. Failure to submit Manual Timesheets when due is subject to disciplinary actions as noted below.
- IV. All employees unable to report to work should call two (2) hours prior to their scheduled time. The employee is required to report the excuse for the absence to their Supervisor. The employee must call everyday they will be absent. No excuses will be accepted via other employees, or family members, unless it is due to unforeseen circumstances.
- V. Violations of time-clock policies include, but are not limited to the following:
 - a) Arriving earlier or leaving later than the predetermined time.
 - b) Failure to clock-in or clock-out as required.
 - c) Use of another employee's time card.
 - d) Unauthorized overtime.
 - e) Physical damage to the time-clock system.
- VI. Jason's Hauling disciplinary actions are as follows:
 - a) First step - Verbal warning, will be documented.
 - b) Second Step - Written warning will be documented.
 - c) Third step - Suspension without pay, termination could be considered depending on the situation.
 - d) After the third violation - Termination

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