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## **Manager's Overtime, Wage And Time Clock Policy**

Managers are expected to make every effort to assist our Associates and our organization in complying with federal and state wage laws particularly, overtime laws and proper time clock procedures. Always make sure that Associates are clocked in before they begin work. Verify they regularly clock out when they leave for lunch or when they leave for the day. Make sure each Associate registers his own time: do not allow Associates to punch the clock for others. Should an Associate make an error in the time keeping, make sure the Associate records the appropriate time of their shift and initials the time. Only then should the Manager put his initials on the time card, verifying that this was the approximate work time. Be aware that a faulty time card will delay payment of regular wages; the payroll department is not allowed to make assumptions regarding time cards. They will withhold pay for a given day if the time card appears to be in error.

Generally speaking, there should be NO OVERTIME! Exceptions are allowed, but there should not be a consistent pattern of overtime abuse.

Periodically review your department's time cards to make sure nothing extraordinary is occurring. Make sure that lunch breaks are being taken. Generally, lunch breaks should last one hour; some flexibility is granted, but if breaks are habitually short or long the issue should be addressed with the Associate. Accounting is under instructions to assume a one hour break is taken if no lunch break is evident on the card and both the Associate and their direct supervisor have not initialed and explained the reason for no lunch break being taken. Further, Accounting has been authorized to question and delay pay for consistent lunch breaks of significantly less than one hour without the direct supervisors specific written authorization. Verify there are not an excessive number of 'write-ins' on time cards. Confirm that workers are not all clocking in or out at the same time. Also confirm that Associates are arriving at a time appropriate for them to begin to serve our Clients at our normal operating hours.

Managers should never ask employees to work off the clock, nor allow the employee to do so. Generally, all non-management personnel who do not regularly supervise other Associates are required to punch the time clock.

Designated office personnel should complete a McDaniels' Attendance Calendar to track work attendance. Managers should use Calendars in evaluating workers' performance; deficiencies should be brought to Associates' attention. The Attendance Calendar should be kept in a secure location in the Accounting Office.

As a general reference to applicable federal and state laws, Managers should be familiar with the content on the following two web sites:

<http://www.dol.gov/dol/regs/main.htm>  
<http://www.llr.state.sc.us/Labor/index.asp?file=wagesmain.htm>

Managers should always be mindful that McDaniels has committed to make sure our Associates earn at least the federal minimum wage. Managers are responsible for verifying that this is occurring.

South Carolina has numerous regulations relating to the payment of wages. All Managers should familiarize themselves with those regulations at the above web site.

*As with all McDaniels Policies, improvement ideas are eagerly encouraged and should be directed to the Dealer Principal or Chief Operating Officer.*