

CareMate Home Health Care, Inc.

2236 Marshall Avenue
St. Paul, MN 55104

Hours of Work Policy

Policy

Hourly (non-exempt) employees will be compensated for those hours reflected on his / her time card.

Procedure

Regular Hours

The hours a staff works should be planned in advance and should be scheduled at times that will meet the client's needs. A schedule is then written down and given to the Staffing Department. The staff must work the hours as planned and any change in planned schedule must be approved and documented by the Staffing Department concurrent with the change.

Overtime

The U.S. Fair Labor Standards Act requires that all employees be paid overtime for hours worked beyond forty (40) hours in any one week except those employed as Executive, Professional and Administrative employees. By common usage, the "excepts" are referred to as "exempt employees;" the others are referred to as "non-exempt." Any non-exempt employee who works more than forty (40) hours in any one week will be paid one- and one-half times their regular pay for overtime. Authorization for overtime and payment must be approved prior to working more than 40 hours per week by the immediate supervisor. If an employee works overtime without approval of their supervisor, then the disciplinary protocol will be followed.

Punctuality

All employees are expected to be at work on time. If they are delayed, they must call their supervisor and inform him / her of the reason for the late arrival and when they will be reporting to work.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY AND AGREE TO ABIDE BY THE POLICY. THIS AGREEMENT WILL BE PLACED IN MY PERSONNEL FILE.

Name of Employee (Please print)

Signature

Date

CareMate Representative (Please print)

Signature

Date