

EMPLOYEE TIME CLOCK POLICY AND ACKNOWLEDGEMENT

The Larry H. Miller Group of Companies requires all non-exempt employees to clock in and out during every shift. The ADP time tracking system will enable non-exempt employees to more accurately keep track of working hours. It will also allow the Payroll Administrator to more efficiently process employee time worked and leave taken. In order for this system to work to its fullest potential, all non-exempt employees are required to follow the guidelines and policy outlined below.

EMPLOYEE TIME REPORTS

The Fair Labor Standards Act (FLSA) requires employers to keep certain records for employees. This includes detailed records of employees' time clock submissions and payroll payments. An electronic timekeeping system is used to record all hours worked and leave taken during the reporting period for non-exempt personnel.

The automated time reports must reflect all regular and overtime hours worked for the period (including FMLA leave, compensatory time, holidays, etc.). Adjustments to hours and leave must be posted by the Payroll Administrator to avoid errors and omissions that may occur.

EXEMPT OR NON-EXEMPT?

EXEMPT employees are employees who, because of their positional duties, responsibilities, compensation level and level of discretionary decision making authority, are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

NON-EXEMPT employees are employees who, because of the type of duties performed, the usual level of decision making authority, and the level of compensation, are subject to all Fair Labor Standards Act (FLSA) provisions including the payment of overtime.

Updates and further information is available on <http://www.dol.gov>

OFFICIAL TIME OF RECORD

The ADP electronic time keeping system and associated work records are the official basis for recording hours worked for non-exempt employees of The Larry H. Miller Group of Companies.

In order to ensure consistency of treatment of non-exempt employees, the data recorded in the ADP system shall be considered as the "official" record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to the ADP records.

DAILY CLOCK IN/OUT REQUIREMENTS

It is a job requirement that all non-exempt employees:

- Clock in and clock out for their own scheduled shifts.
- Clock out and back in for their own lunch/break.

It is prohibited to abuse or take advantage of the time clock entries.

FALSIFICATION, TAMPERING AND UNAUTHORIZED VIEWING

Any falsification, tampering or unauthorized viewing of time clock records is grounds for disciplinary action, up to and including termination.

This includes, but not limited to:

- Any attempt to tamper with timekeeping hardware or software.
- Clocking in for another employee who is absent or late.
- Anyone interfering with other employees' use of the ADP system.

CLOCK PROBLEMS

If an employee is unable to punch in or out because of a time clock malfunction or accidental oversight, it is the employee's responsibility to immediately inform his/her supervisor and/or payroll administrator.

Employee Acknowledgment of and Agreement to Comply with the Larry H. Miller Group of Companies' Employee Time Clock Policy.

Employee Signature: _____ **Date:** _____