

Employee Name: _____

Foreman: _____

20/20 Plumbing & Heating, Inc.

4745 Copper Sage Street, Las Vegas, NV 89115

Ph: 702-945-2020 Fax: 702-945-2022

Pay Period: From _____ to _____

Superintendent: _____

	Job #	Cost Code	Productive Hours	*Paid Downtime	**Paid Rest Breaks	Lot	Plan#	Description	Plan Price	Qty	Percent	Pay Amount	Employee to complete
Monday	WEEKLY SAFETY MEETING												Date: _____ Was all *downtime reported? Y / N
													Start time: _____ Did you work over 8 hrs. today? Y / N
													Lunch: _____ to _____ Were you injured today? Y / N
													End time: _____ Were rest periods available? Y / N
													Signature: _____
Tuesday													Date: _____ Was all *downtime reported? Y / N
													Start time: _____ Did you work over 8 hrs. today? Y / N
													Lunch: _____ to _____ Were you injured today? Y / N
													End time: _____ Were rest periods available? Y / N
													Signature: _____
Wednesday													Date: _____ Was all *downtime reported? Y / N
													Start time: _____ Did you work over 8 hrs. today? Y / N
													Lunch: _____ to _____ Were you injured today? Y / N
													End time: _____ Were rest periods available? Y / N
													Signature: _____
Thursday													Date: _____ Was all *downtime reported? Y / N
													Start time: _____ Did you work over 8 hrs. today? Y / N
													Lunch: _____ to _____ Were you injured today? Y / N
													End time: _____ Were rest periods available? Y / N
													Signature: _____
Friday													Date: _____ Was all *downtime reported? Y / N
													Start time: _____ Did you work over 8 hrs. today? Y / N
													Lunch: _____ to _____ Were you injured today? Y / N
													End time: _____ Were rest periods available? Y / N
													Signature: _____
Saturday													Date: _____ Was all *downtime reported? Y / N
													Start time: _____ Did you work over 8 hrs. today? Y / N
													Lunch: _____ to _____ Were you injured today? Y / N
													End time: _____ Were rest periods available? Y / N
													Signature: _____
Sunday													Date: _____ Was all *downtime reported? Y / N
													Start time: _____ Did you work over 8 hrs. today? Y / N
													Lunch: _____ to _____ Were you injured today? Y / N
													End time: _____ Were rest periods available? Y / N
													Signature: _____
Total Hours _____													

*Paid Downtime includes time the employees spend unproductive by no fault of their own. For example, waiting for material to be delivered, work halted for inspection or attending weekly jobsite safety meetings. This is not an all-inclusive list, please speak with HR if you have specific questions. Downtime will be paid at minimum wage.

**Paid Rest Breaks will be paid at the average wage earned per hour for the workweek. Employees are allowed two 10 minute rest breaks per day, one in the morning and one in the afternoon. Employees are also allowed preventative heat recovery periods when necessary to prevent heat exposure, which will also be paid at the average hourly rate earned for the workweek.

MEAL PERIODS OF NOT LESS THAN 30 MINUTES ARE REQUIRED TO BE TAKEN BEFORE THE COMMENCEMENT OF THE 6TH HOUR OF WORK, AND ARE NOT PAID.

Your piece rate includes any and all time it takes to prepare for, complete, and finalize the work for any given piece. This includes retrieving and spreading material, all factors of installation, conversations regarding the piece with customers, supervisors or members of management, and clean-up of the designated work area for the piece.

Please notify management immediately if you are discouraged from reporting downtime or overtime.