

MadeUpName, LLC

Time Tracking & Overtime Policy

Purpose

This policy ensures accurate timekeeping, compliance with labor laws, and fair compensation for all employees of MadeUpName, LLC. It defines how working hours and overtime are tracked, recorded, and approved.

Scope

This policy applies to all employees, with specific provisions for non-exempt employees under the Fair Labor Standards Act (FLSA) and New York State labor regulations.

1. Work Hours

- Standard work hours are 40 hours per week, typically Monday through Friday.
- Flexible scheduling is permitted with prior manager approval, provided coverage and deliverables are maintained.
- Employees are expected to be available during core business hours (9:00 a.m. to 5:00 p.m. Eastern Time), unless otherwise agreed.

2. Time Tracking

- All employees must accurately record their work hours using the company's designated time tracking system.
- Non-exempt employees must record all hours worked, including start time, end time, and meal breaks.
- Time records must be submitted weekly for manager review and approval.

3. Overtime for Non-Exempt Employees

- Overtime is defined as hours worked beyond 40 in a workweek.
- Overtime must be pre-approved by the employee's manager.
- Overtime is compensated at one and one-half (1.5) times the employee's regular hourly rate.
- Compensatory time off in lieu of overtime pay is not permitted.

4. Exempt Employees

Exempt employees are not eligible for overtime pay. However, they are expected to manage workloads responsibly and communicate proactively if recurring excessive hours are required.

5. Meal and Rest Breaks

- Employees working more than six consecutive hours are entitled to at least a 30-minute unpaid meal break.
- Short rest breaks (up to 15 minutes) are paid and should be used reasonably throughout the day.

6. Remote Work Time Tracking

Remote employees must adhere to the same timekeeping procedures as on-site employees. Work performed outside normal hours must be pre-approved by a manager.

7. Accuracy and Accountability

Employees are responsible for accurate time reporting. Falsifying time records may result in disciplinary action, up to and including termination.

8. Manager Responsibilities

Managers must review and approve timesheets promptly and ensure no off-the-clock work occurs.

9. Legal Compliance

This policy complies with the Fair Labor Standards Act (FLSA) and New York State labor laws.

Effective Date: January 2025

Next Review Date: January 2026

Policy Owner: Human Resources Department