

# OVERTIME POLICY FOR LAB OPERATIONS

## OVERTIME POLICY FOR LABORATORY OPERATIONS

**NaviFloor Robotics, Inc.**

*Effective Date: January 15, 2024*

*Policy Number: HR-LAB-OT-2024-01*

### 1. PURPOSE AND SCOPE

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1. This policy establishes guidelines and procedures for overtime work performed by laboratory staff.

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2. This policy applies to all non-exempt laboratory employees working in the

## **2. DEFINITIONS**

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1. "Overtime" refers to all hours worked in excess of forty (40) hours in a sin

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2. "Laboratory Operations" encompasses all activities conducted within the C

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3. "Emergency Situations" refers to circumstances requiring immediate atten

## **3. OVERTIME AUTHORIZATION**

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1. All overtime must be pre-approved in writing by the employee's immediate supervisor.

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2. Authorization requests must be submitted via the Company's electronic timekeeping system.

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3. The following personnel are authorized to approve overtime:

a) Laboratory Director

b) Chief Research Officer

c) Department Managers (within their respective areas)

d) Project Leaders (for designated project teams)

#### **4. COMPENSATION**

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1. Non-exempt laboratory employees will be compensated for overtime work

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2. Double-time compensation shall apply for all hours worked on Company-

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3. Meal and rest breaks must be taken in accordance with state law and Com

## **5. SCHEDULING AND ROTATION**

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1. Laboratory managers shall maintain an equitable rotation system for overt

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2. Overtime assignments will be distributed based on:

a) Technical expertise required

b) Project-specific knowledge

c) Current workload

d) Historical overtime distribution

e) Employee availability

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3. Employees may decline overtime assignments except in emergency situations.

## **6. RECORDKEEPING AND REPORTING**

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1. All overtime hours must be accurately recorded in the Company's electronic timekeeping system.

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2. Laboratory supervisors shall maintain detailed records of:

- a) Overtime authorization requests
- b) Project-specific overtime allocations
- c) Emergency situation documentation
- d) Rotation schedules

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3. Monthly overtime reports shall be submitted to Human Resources and the

## **7. LIMITATIONS AND RESTRICTIONS**

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1. No employee shall work more than sixteen (16) hours in any 24-hour period

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2. Employees must have a minimum of eight (8) hours off between shifts.

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3. Maximum weekly overtime shall not exceed twenty (20) hours without ex

## **8. EMERGENCY PROCEDURES**

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1. In emergency situations, verbal overtime authorization may be granted by

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2. Emergency overtime must be reported to the Laboratory Director and Hun

## **9. COMPLIANCE AND ENFORCEMENT**

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1. Violation of this policy may result in disciplinary action, up to and including

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2. The Company reserves the right to modify this policy at any time to ensure

## **10. POLICY REVIEW AND UPDATES**

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1. This policy shall be reviewed annually by the Human Resources department

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2. Updates will be communicated to all affected employees through official C

## **ACKNOWLEDGMENT**

I acknowledge that I have received, read, and understand the Overtime Policy.



Laboratory Operations.

**Employee Name:** \_

**Employee ID:** \_

**Date:** \_

**Signature:** \_

Approved by:

Dr. Elena Kovacs

Chief Research Officer

NaviFloor Robotics, Inc.

Richard Torres

Chief Operating Officer

NaviFloor Robotics, Inc.

Date: January 15, 2024

