

MEMORANDUM

DATE: November 2, 2005

TO: Department Chairs, Directors, Regular Hourly Employees, and Student Employees

FROM: **Gayln Bowers - Director of Human Resources**

SUBJECT: Procedure for Clocking Time, Attendance, Lunches and Breaks for All Hourly Employees

Effective immediately, all hourly employees (staff and students) are expected to physically swipe their ID card for all hours worked, paid leave, sick time, and on call or call back hours. Jury duty and funeral leave are to be clocked by the employees. Manual adjustments should only occur as an exception and are unacceptable as standard, thus, adjustments must be authorized by a supervisor and entered by the supervisor or designated timekeeper. The employee and supervisor for all manual payroll adjustments made must sign the printed weekly PAYROLL EARNINGS department reports. Each department is responsible for the retention of their reports for audit purposes.

The administration agrees this process is not optional from department to department. Payroll laws are specific and for the protection of employees and employers.

As required by the California Assembly Bill 60 (<http://www.dir.ca.gov/IWC/ab60.html>), employees are to be provided rest and meal periods. Requirements for all employees are outlined below.

Meal Periods – 512. An employer may not employ an employee for a work period of more than five hours per day without providing the employee with a meal period of not less than 30 minutes, except that if the total work period per day of the employee is no more than six hours, the meal period may be waived by mutual consent of both the employer and employee. An employer may not employ an employee for a work period of more than 10 hours per day without providing the employee with a second meal period of not less than 30 minutes, except that if the total hours worked is no more than 12 hours, the second meal period may be waived by mutual consent of the employer and the employee only if the first meal period was not waived.

Rest Periods – Each employee is entitled to a rest period of ten (10) minutes every four (4) hours or major fraction thereof worked. The rest period insofar as practical shall be in the middle of each four hour work period. A rest period need not be authorized for employees whose daily work time is less than three and one-half (3 ½) hours. Rest periods count as hours worked for which there shall be no deduction from wages.

Please review your current department practices to insure that employees are provided with the appropriate rest and meal periods as provided by State law. If you have any questions regarding the implementation of this policy, please contact my office at your earliest convenience.

Thank you for your full cooperation.