POLICY ON “NON-PRODUCTIVE” WORK TIME

California law and company policy require that time spent by a non-exempt employee on non-productive work activities be counted as hours worked and compensated at no less than the applicable California minimum wage. Non-productive work activities include:

$ Authorized and permitted rest periods
$ Heat illness prevention cool-down breaks
$ Required daily exercises
$ Donning and doffing required safety clothing or equipment
$ Travel time between fields
$ Company-controlled standby or waiting time
$ Company meetings such as for safety training or job training

Hourly-rate employees are paid at their applicable hourly rate of pay for time spent on non-productive work activities.

Piece-rate employees are paid the California minimum wage—separately from and in addition to their piece-rate wages—for time spent on non-productive work activities. The crew supervisor or foreman of the piece-rate employees must record on a company-provided form the time spent on non-productive work activities and submit that form to the company along with the employee’s time cards. Time spent on non-productive work activities is reported on the wage-payment statements of piece-rate employees as “Miscellaneous Time”.

I understand that I must immediately inform the company’s human resources manager if I believe that I have not been paid wages in accordance with this policy.

Date: ___________________________  By: ___________________________
(Employee)