

Policy on Work Schedules

1. Work schedules are up to an employer to set and enforce, i.e., scheduling of employees is entirely within the employer's control, and it is up to the employees to comply with the schedule that is given to them.
2. Employers can require employees to work overtime, as long as the non-exempt employees are properly paid for the overtime hours they put in (keep in mind that neither Texas nor federal law require payment of "daily overtime" - overtime pay at time and a half is owed only for hours in excess of 40 in a seven-day workweek);
3. Under the employment at will doctrine, an employer can change an employee's hours with or without notice.
4. No Texas or federal law requires advance notice of overtime or schedule changes, but as with most employee relations matters, it is a good idea to give as much advance notice as possible when informing employees of extra work or changes in their hours.

Policy on Recording Working Time

SCAN, Inc. expects all employees to follow their assigned work schedules unless they have made prior arrangements with their supervisors to work at different times. Employees should not clock in prior to their assigned start times, nor should they clock out later than their assigned ending times, unless they have been instructed by a supervisor to start work early or stop work late.

SCAN, Inc. must maintain accurate time records on all employees, and each employee bears primary responsibility for enabling SCAN, Inc. to do that. Properly recording work time and complying with SCAN, Inc.'s timekeeping procedures is the responsibility of each employee. Training is provided when hired on how to use TimeClock Plus 6.0 the official time keeping record for SCAN, Inc. by the Human Resource Director or designee and afterwards there will be trainings conducted for those employees identified as needing additional training. The training explains the procedures for using your assigned employee number to clock in and out. Employees must follow those procedures exactly. Failure to properly clock in and out is an imposition on the other employees who must handle such negligence and will result in corrective action as outlined below, and may adversely affect raise reviews and performance evaluations as well.

Each employee must fully and accurately record all time that he or she works each day, without exception, according to the rules and procedures that apply in the department to which the employee is assigned. No employee may alter or otherwise modify his or her time record, record work time for another employee, or alter or modify in any way the time record of another employee, unless specifically instructed or allowed to do so by one of the following: CEO, CFO, Executive Vice President, Vice President, and or Human Resource Director. No employee may work without properly recording the time worked on the Time Clock System and or Backup Time Log. At the end of each pay period, the employee must sign a certification on the time record that the record accurately and completely reflects all time worked during the period in question and that no hours were worked that do not show up in the record.

Any violation of this policy will lead to disciplinary action, up to and potentially including termination of employment, depending upon the severity or repeat nature of the offense.

TimeClock Plus 6.0 is the official time keeping record for hourly, salaried, and exempt employees at SCAN, Inc. Only designated administrative staff on behalf of employees with the employee's written permission can edit on TimeClock Plus 6.0. This written permission should be a signed form, an email message with the signed form attached or the signature of an individual employee on a sheet with the information written out.

Requests need to be specific and include the following information:

- Employee's name and Employee's SCAN Identification Number
- Date of requested change (for example, yesterday 11/17/2014)
- Time punch should read (for example, punch in 8:02 am)
- What happened (for example, forgot to clock in)
- Signature of the Employee and date request was done.