

Beartooth Electric Cooperative, Inc.

ADMINISTRATIVE POLICY NO. 610

1. SUBJECT: RECORDING WORK HOURS

2. OBJECTIVE:

2.1. To establish the recording of work hours for all employees.

3. POLICY:

3.1. It is the policy of Beartooth Electric Cooperative, Inc. (BEC) to comply with applicable laws that require records to be maintained of the hours worked by its employees. To ensure that accurate records are kept of the hours employees actually work (including overtime hours where applicable) and of the accrued leave time employees have taken and to ensure that employees are paid in a timely manner, employees will be required to record time worked and absences on BEC's official time record form. This form should be completed daily and signed and forwarded to the appropriate supervisor on a weekly basis. After reviewing the form and resolving any discrepancies, supervisors will sign the forms and forward them to payroll for processing.

3.2. Please ensure that actual hours worked and leave time taken are recorded accurately. Signatures on the time record forms are official certification that the hours recorded are accurate and includes all time actually worked, including overtime hours. Falsifying a time record is a breach of BEC's policy and is grounds for disciplinary action, up to and including an unpaid suspension or termination.

4. RESPONSIBILITY:

4.1. Department Managers and Supervisors shall ensure that the provisions of this policy are followed.

Adopted: 02/22/2013
Revised: 06/30/2015
Reference: FMFW PC
Review Date: June 2017

Attest: /s/ Richard Nolan
Secretary/Treasurer

Attest: /s/ Roxie Melton
Board President