

Hours of Work Policy: Nonexempt Employee Electronic Communications

I. POLICY:

The purpose of this policy is to instruct nonexempt employees concerning use of electronic communications devices when not scheduled for work duty.

Employees of Bridge House Corporation (dba Bridge House / Grace House) may perform job duties using a variety of electronic communications depending on the nature of the work and responsibilities involved including cellphones and laptop computers.

As with other types of authorized work, all time spent by nonexempt employees using electronic communications for work purposes will be considered hours worked: the time compensable and will count toward overtime eligibility as required by law.

II. PROCEDURES:

To avoid incurring unnecessary expenses, electronic communications should not be used outside regularly scheduled work hours unless required by management. This includes all types of work-related communication.

A. Prohibited Use of Electronic Communications Devices

Nonexempt employees should not check for, read, send, or respond to work-related e-mails outside their normal work schedules unless specifically authorized based on job duties or direction by management to do so.

B. Enforcement

Nonexempt employees using electronic communications for work-related correspondence during unauthorized times may be subject to discipline for violating this policy.

Supervisors requiring nonexempt employees to use electronic communications for work-related correspondence at unauthorized times are also subject to discipline up to and including termination

If you have questions relating to this policy, please contact your supervisor or human resources.


CEO

12-07-21
Date