

NON-PRODUCTIVE WORK TIME POLICY

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. Time spent by piece-rate employees on non-productive work activities is recorded by the crew supervisor or foreman and 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)