

Expectations from the First Day

- Accurately record all hours worked.
- Record exact times of arrival and departure.
- Know the scheduled hours of work and work only those hours.
- Know the meal and rest breaks and take the meal and rest breaks which are provided.
- Enter time daily.
- *All overtime must be approved by a supervisor in writing in advance.*
- Other expectations: expense reimbursement approval, no personal use of internet, no using Pepperdine property for personal pursuits.

Note: Time cards are legal documents and employees must record their time to the minute, without exception.

Circumstances Where Overtime Applies

1.5 times the regular rate:

- 1) Time worked over 8 hours in a single day.
- 2) Time worked over 40 hours in a work week.
- 3) The first 8 hours worked on the 7th consecutive day of work in the work week.

2.0 times the regular rate:

- 1) Time worked over 12 hours in a single day.
- 2) Time worked over 8 hours on the 7th consecutive day of work in the work week.

Note: Compensatory time-off (or comp time), is not a legal option at Pepperdine. No off-the-clock work is permitted. There is no double pay for daily and weekly overtime subject to only legal exceptions, if any.

Breaks and Meal Periods

We provide employees with the following rest and meal breaks:

- One paid 10-minute duty-free break for each 4-hour period of work or major fraction thereof (break occurring near the middle of each 4-hour period). (Pepperdine provides 15-minute breaks)
- A 30-minute unpaid meal period for 5 hours of work. Important! If a 30-minute unpaid meal period is not provided by the end of the 5th hour, a 1-hour meal penalty may be paid to the employee.
- A second 30-minute unpaid meal period for 10 hours of work. Important! If a 30-minute unpaid meal period is not provided by the end of the 10th hour, a 1-hour meal penalty may be paid to the employee.
- Exceptions may apply. Contact Human Resources for more information.

Travel Time

Please contact HR for any questions regarding what is and what is not considered compensable time.

- The normal home to work commute is not compensable.
- Other travel time is compensable if the employee is subject to the control of the employer.
- Time spent on required travel to a one-day assignment (for example, required traveling between campuses, or to an off-site workshop) **is** compensable.
- Time spent on required travel to an out-of-town or overnight assignment **is** compensable.

Absence Reporting

- Vacation and Floating Holidays are available when approved by the supervisor in advance.
- Sick Time is available when the employee is sick, for medical appointments, to care for ill family members, or as otherwise permitted by law.
 - Employees must notify the supervisor at the beginning of each work day missed.
 - If a "pattern" of absence occurs, or where otherwise permitted by law, supervisors may request a doctor's note before the employee may return to work to the maximum extent permitted by law.
- Personal Business (not compensable)
 - Personal business is a non-pay code that notes the employee is absent from work and is not using other accruals, and is approved by the supervisor in advance.
- For other leaves or time-off, contact Human Resources.
- Make-Up Time: An employee may initiate a written request to make up lost time (for example, a medical appointment) approved at the employer's discretion. Time must be made up during the same work week, and cannot cause the employee to exceed 11 hours in a work day or 40 hours in a work week.