



Working Off-The-Clock

Acknowledgement

The Company is required by law to pay you for all the time you spend working. As a valued Team Member or hourly Leader (i.e. not salaried), the Company wants to pay you for all the time you spend working. Accordingly, working “off the clock” is strictly prohibited. Working is defined broadly and can include checking company e-mail, troubleshooting after your shift, making a delivery, etc.

If working, you must be clocked-in to be paid for your time. If it is not practical for you to clock in, you must track all the hours you work and report them to a Leader as soon as possible. You are expected to work with a Leader in this regard, and a form or log sheet may be provided to you to track your time.

You are expected to help the Company as necessary to pay you for all of the time you spend working. If you do not report all hours worked (by clocking in or on a log sheet), you may be subject to discipline up to and including termination of employment. You will not incur any retaliation for reporting your time spent working for the Company. If you have any concerns that the Company may not be paying you for all the time you spent working, please contact your Store Leader or call the Home Office (253)588-1788.

Please see your Store Leader or any other Leader in the Company if you have any questions.

I have read and understand this acknowledgement.

Team Member Signature

Date

Team Member No. _____