

Policy:	Overtime	Policy Reference and Revision Number:	HR 009 Rev 000
Department:	Human Resources	Effective Date:	08/01/2021
Authorized By:	SVP Human Resources	Page:	Page 1 of 1

PURPOSE

To provide for additional compensation for work more than forty (40) hours per work week in compliance with federal, state, and local overtime provisions and management of overtime usage.

POLICIES

1. BWC Terminals (the “**Company**”) will pay time and one half to non-exempt and hourly employees who exceed forty (40) hours of work time, excluding approved paid absences, in a work week (00:00 on Monday morning through 23:59 on Sunday night) unless otherwise required by applicable local law or collective bargaining agreements.
2. The Company prohibits any employee from instructing or encouraging another employee to (i) work “*off the clock*”, (ii) incorrectly report hours worked, or (iii) to alter another employee’s time records.
3. Overtime is considered a condition of employment, and refusal to accept it when reasonable notice has been given is cause for discipline, up to and including termination; provided, however, adjustments to a work schedule to avoid overtime may be granted in certain circumstances at the supervisor’s discretion.

NOTIFICATION & CALCULATION

- An employee who anticipates the need for overtime to complete the week’s work must notify the supervisor in advance and obtain approval prior to working beyond the normal schedule.
- Approved paid absences, including but not limited to Paid Time Off (PTO), Family Medical Leave Act leave, military leave, jury and witness duty, bereavement leave, and time off for voting are not counted as time worked for the purpose of computing overtime.

REPORTING VIOLATIONS

Any employee that is directed or encouraged to incorrectly report hours worked, or to alter another employee’s time records must report the incident immediately to a supervisor, the Senior Vice President, Human Resources, or the Senior Vice President and General Counsel.

COMPLIANCE WITH LAWS

This policy is subject to the applicable local laws, regulations, and collective bargaining agreements. To the extent that this policy conflicts with local laws or regulations, the policy shall, for application within the relevant jurisdiction, be deemed to be amended to comply with local laws, regulations, and collective bargaining agreements.