

## NorTex Glass Clocking in Procedures

### Shop Employees:

- Clock in at the required start time using the proper job code that you are working on. If you are working on multiple jobs be sure to change your job code in order to document the actual time that you are working on each job so that we can provide billing documentation to the GC.
- Clock out for lunch and back in after lunch and then clock out at the end of the day

### Sherman Install Crew Traveling Within 75 Mile Radius:

- Clock in at shop at the required start time using the proper job code that you are working on
- Document your lunch break on your daily report
- Clock out at the shop at the end of the day

### Sherman Install Crew Traveling Over 75 Mile Radius:

- Clock in at the shop upon arrival using the proper job code.
- Load truck and clock out when you leave the shop
- Clock in at the jobsite upon arrival
- Clock out for lunch and back in after lunch
- Clock out when you leave the jobsite
- Clock back in upon arrival back to the shop and then immediately clock out
- This must be done properly to stay within the guidelines as set forth by the Workforce Commission.

### Dallas Install Crew:

- Clock in at the job at the required start time
- Clock out at lunch and clock back in after lunch. Lunch is 30 minutes

- Clock out at the end of the day
- NorTex Glass allows one 15 minute break for each 4 hour shift. These breaks are to be taken under the honor system. Do not clock out for these breaks and DO NOT make any changes in the above mentioned procedures to compensate for these breaks. These breaks are totally voluntary by NorTex Glass and are not required by the Texas Workforce Commission therefor they do not need to be documented. These breaks are to be taken ON SITE.

By signing below I acknowledge that these procedures have been explained and fully understood:

\_\_\_\_\_

Date: \_\_\_\_\_