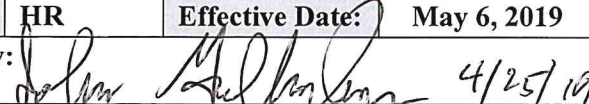


<b>Title:</b>	<b>GMR and PSI Overtime Policy</b>		
<b>Department</b>	<b>HR</b>	<b>Effective Date:</b>	<b>May 6, 2019</b>
<b>Approved By:</b>			<b>Revision Date:</b>
	4/25/19		<b>Date Approved: April 25, 2019</b>

**1. PURPOSE**

The purpose of this Policy is to define parameters for overtime pay to hourly employees of Gulf Marine Repair and Port Staffing Inc. (collectively “the Company”).

**2. SCOPE**

Hourly employees who exceed 40 hours in a workweek as set forth in this Policy will qualify for time and a half (1½) pay (“Overtime Status”).

**3. RESPONSIBILITIES**

Every effort will be made to notify employees, in advance, of their report-to-work status for the following day. For each employee, the following day’s report-to-work status will be Scheduled (expected to report to work) or Non-Scheduled (not expected to report to work). The employee’s Foreman will be responsible for advising the employee before the end of the shift if the employee’s report-to-work status is Non-Scheduled for the following day. Employees advised of Non-Scheduled status will sign a daily Non-Scheduled report acknowledging that they are not expected to report to work the following day.

If an employee who has not been advised of Non-Scheduled status reports to work and is sent home for Lack of Work, that day’s hours shall be included in the employee’s tally of weekly hours worked for the purpose of Overtime Status. If an employee has been advised of Non-Scheduled status but reports to work and is sent home due to Lack of Work, that day’s hours shall NOT be included in the employee’s tally of hours worked for Overtime Status purposes.

The Company is developing an on-line schedule where the next day’s report-to-work status will be posted on our website. Employees will be responsible for checking the schedule daily after 6:00 p.m. for 1st shift employees and after 10:00 a.m. for 2nd shift employees. This schedule will inform the employee of his/her start time and the job assignment for the following day. An employee should not report to work for any given shift unless his or her report-to-work status for the shift is Scheduled. It will be the employee’s responsibility to check the online schedule each day to ensure he/she is scheduled to work.

**4. POLICY**

**A. Overtime**

The Company will pay hourly employees time and one-half (1½) of the employee’s hourly rate for all time worked in Overtime Status.

Non-Scheduled and no work due to weather will not count towards hours worked for the purpose of Overtime Status.

Paid leave (such as holiday and Paid Time Off) will apply toward hours worked for the purpose of Overtime Status.

Salaried employees, such as Managers and Professional Staff, are exempt from overtime rules under the Fair Labor Standards Act (FLSA) and state law and will not receive overtime pay.

#### **B. Double Time**

The Company may pay hourly employees double time pay for hours worked on Sunday. To qualify for double time, an employee must work his/her full shift for the entire workweek and be assigned to a customer paid job for the hours worked on Sunday. Hours worked on Sunday that are not for a customer paid job will be paid at the overtime rate of time and a half (1½) of the employee's hourly rate for hours worked in excess of 40 hours for the purpose of Overtime Status.

#### **C. Mandatory Overtime**

During busy periods, the Company may require employees to work extended hours. Overtime is considered a condition of employment, and refusal to accept it when reasonable notice has been given is cause for corrective action, up to and including termination.

#### **D. Overtime Approval**

Employees are required to obtain approval from their Supervisor prior to working overtime.

#### **E. Consequences of Overuse of Overtime**

Employees who work overtime without prior approval from their Supervisor may be subject to corrective action.

### **5. ADMINISTRATION**

A. The Human Resources Director is responsible for overseeing the administration of this Policy.

### **6. EMPLOYEE ACKNOWLEDGMENT**

The following Acknowledgement of Overtime Policy shall be signed by the Employee and maintained in his/her personnel file:

**[Acknowledgement on the next page.]**

**Acknowledgement of GMR & PSI Overtime Policy**

I hereby certify that I have received, read and understand the Company's Overtime Policy dated April 25, 2019.

Name: \_\_\_\_\_ Clock No.: \_\_\_\_\_

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