**Off-the-Clock time for E-Communication**

E-communication includes texts, messenger, e-mails and phone calls.

It is the responsibility for each employee to document all time worked during a 40 hour work week. For example, an employee may not do any work before clocking in, and if he/she does, they must contact administration to override the start time so that he/she will be paid for all time worked.  Further, an employee may not do any work after clocking out, and if he/she does, administration must be contacted to override the stop time so that he/she will be paid for all time worked.  This does include all

e-communication.

Under federal law, non-exempt employees are usually hourly employees who must be paid at time-and-one-half their regular rate of pay for all hours worked beyond 40 per week*.* All non-exempt employees shall report checking and responding to e-mail during what would normally be the employee’s personal time.  This applies to any form of e-communication, such as texting and instant messaging, email, and also phone calls. Any time over 40 hours must be approved by your Resident Program Coordinator.

Supervisors are obligated to report to administration any potential off-the-clock work by employees; this will allow administration to talk with the employee to determine if he/she is owed pay for hours worked. If a pattern of working extra hours without documenting them, or working extra hours without permission, will be documented as a violation of company policy.

For exempt employees that is, salaried employee’s exempt from receiving overtime pay. After-hours and off-site e-communication usage is not affected by wage-and-hour, since exempt employees are paid to complete their job duties regardless of the number of hours it takes them.  Exempt employees will not be granted time off for time spent responding to e-communication.

 It is the policy of MCGH that e-communication not be used during off-the-clock time unless it is an emergency. Instead, staff will be asked to leave a voice mail or email at the office. Any employees using e-communication in non-emergency situation will be subject to disciplinary action up to and including termination.