

PURPOSE AND SCOPE:

In order to meet production demands, all employees and contractors are assigned to a work schedule. These schedules are predetermined and assigned by management to ensure productivity is achieved. An employee's work schedule is systematically tracked within Workday (time and attendance system). Any employee not working the assigned schedule will receive an attendance occurrence, which could result in disciplinary action against the employee. The purpose of this policy is to provide an understanding of work schedules and other related work rules. This policy applies to all Austal USA employees and contractors.

Any schedule request that is not a standard work schedule will require approval from the Executive level of management.

RESPONSIBILITIES:

Employees are expected to arrive on time for the scheduled shift and to promptly exit the facility at the end of the scheduled shift. Employees can clock in 15 minutes before the shift start time and clock out 15 minutes after shift end. Any time outside of this 15 minute period must have prior approval from the employee's supervisor. Employees working outside of schedule are subject to disciplinary action.

This 15-minute rule is applicable to hourly production personnel and is considered the "rounding rule".

"Rounding Rule" Definition

Any employee clocking in within the 15 minutes before shift will have the time considered as work rounded to the beginning of shift and any employee clocking out within the 15 minutes after shift will have the time considered as work rounded to the end of shift. This rule balances the work time on both sides of an employee shift and accommodates the timing of many employees using the time clocks at shift change.

Supervisors are expected to maintain the proper schedules of all employees assigned to him/her.

- If the need arises for a change in an employee's schedule, the employee's supervisor must notify the payroll department so that the change can occur within the system. This notification must occur 2 days before the change is to occur.
- If an employee works a shift in addition to the regular shift, the payroll department must be notified so that the additional work day can be systematically scheduled. This notification must occur 2 days before the change is to occur.
- All work days must be systematically scheduled. If work is not systematically scheduled, an employee may not have the time worked calculated properly which could result in pay inaccuracies.
- Any supervisor not scheduling an employee's work time is subject to disciplinary action.

PROCESS:

To notify payroll of schedule changes, an email should be sent to workshifts@austalusa.com. The email should include the following information:

1. Employee Number
2. Employee Name
3. Request shift change
4. Dates new shift is applicable to

Once the change has been systematically updated, the supervisor will have visibility to the change by reviewing the impacted employee's schedule within Workday.

Emails not sent to the address within this policy will not be processed.

ADDITIONAL NOTES & RESPONSIBILITIES:

Meal Breaks

- All employees are scheduled for a 30-minute daily meal break.
- Any employee taking a meal break in excess of 30 minutes must swipe their badge at a time clock to start their meal break and swipe their badge again to end the meal break.
- Any employee exiting the facility for a meal break must swipe their badge at a time clock to start their meal break and swipe their badge again to end the meal break.
- Required meal break time – this cannot be changed so if the meal break is not taken during this time, the employee must use the time clock to start and stop their meal break.
 1. For those employees working the day shift, this meal break is scheduled for 11:30am-12:00pm.
 2. For those employees working the night shift, the meal break is scheduled for 9:30pm-10:00pm.
 3. For those employees working the third shift (10:00pm-6:30am), the meal break is scheduled for 3:30am-4:00am.

REFERENCES AND DOCUMENTATION: