



# **New Process**



*to replace lunch sheets*

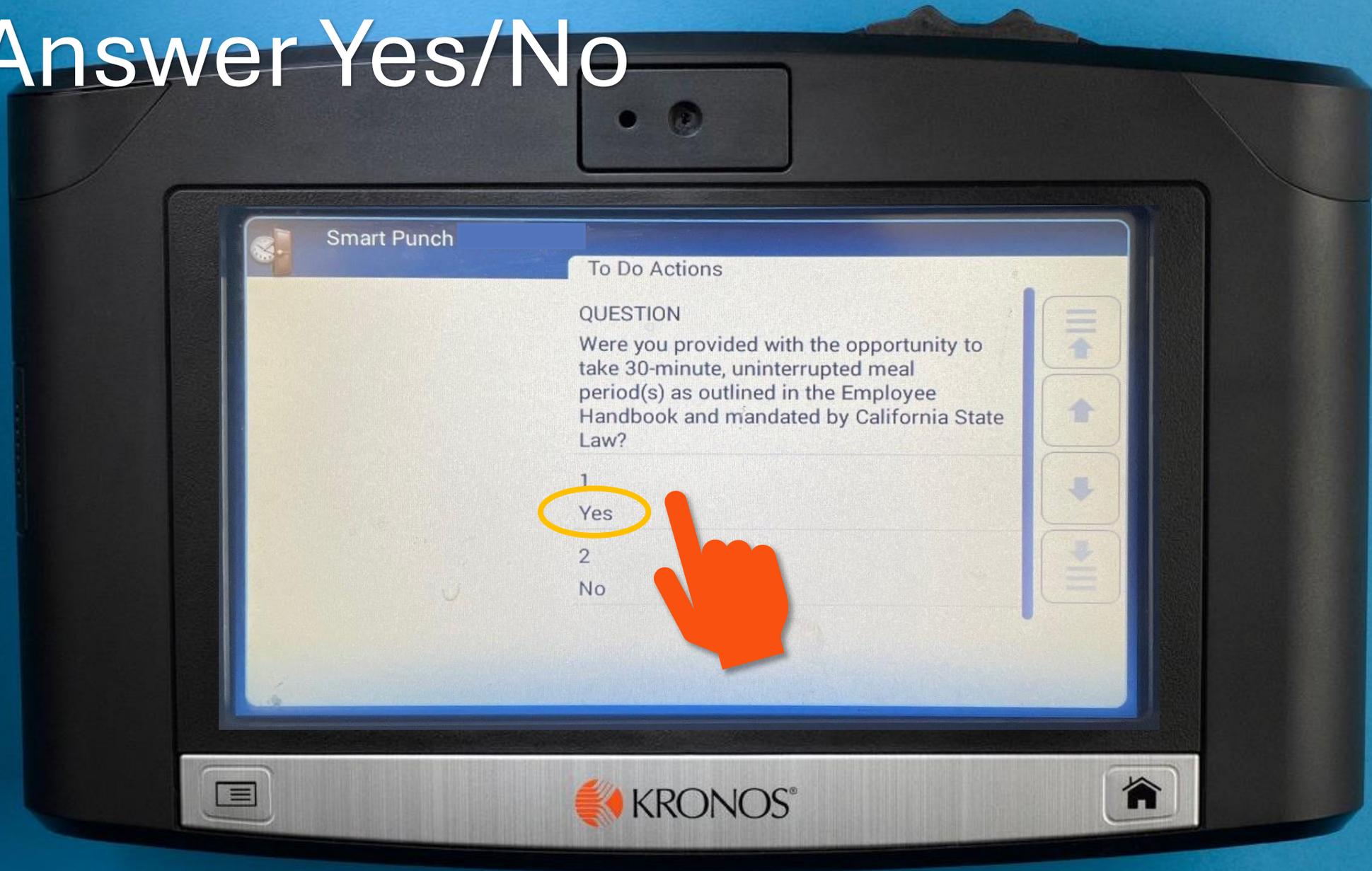
**When you clock out  
each day, you will be  
asked a couple Yes/No  
questions on the screen.**



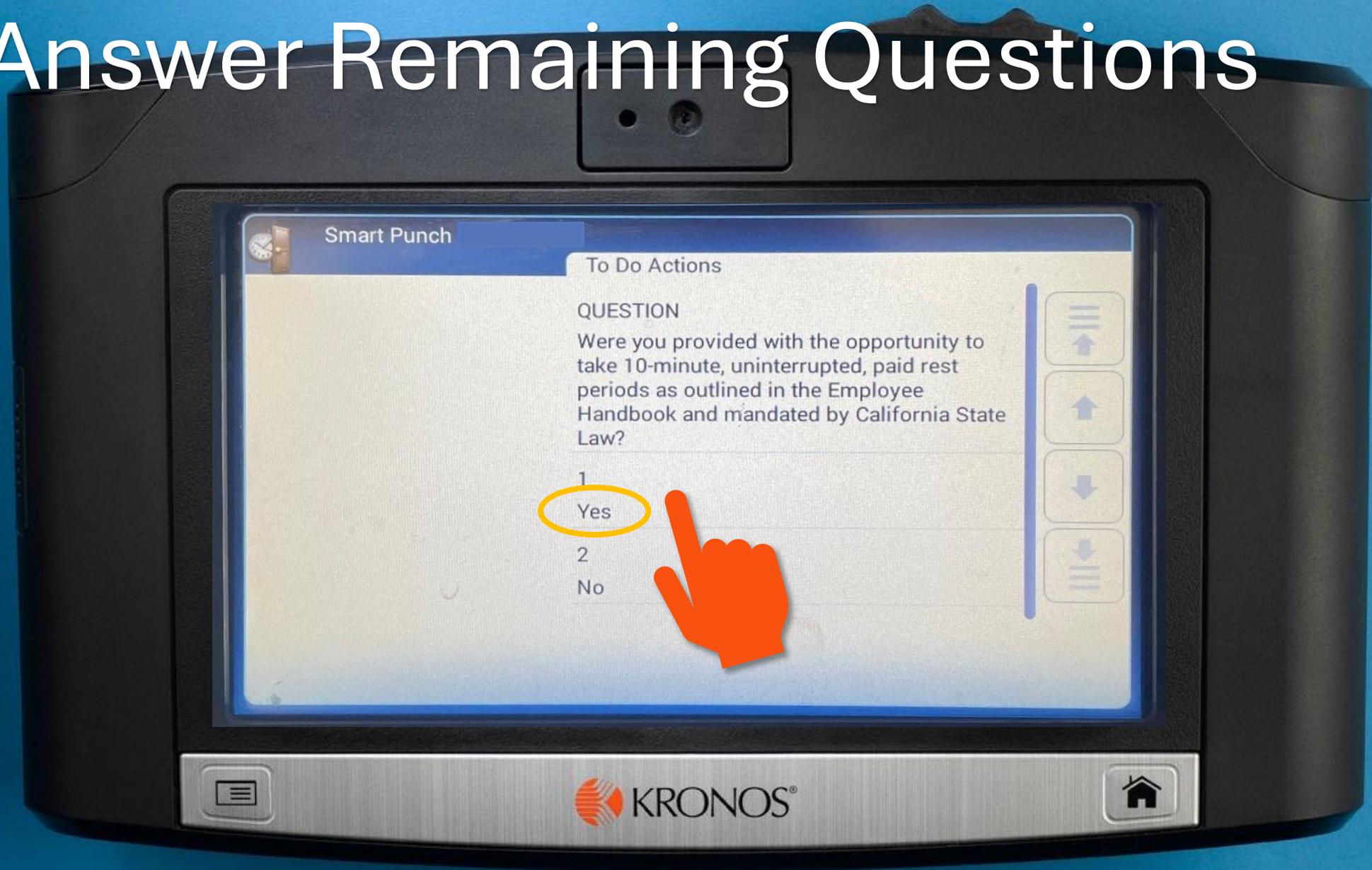
# 1 Scan Finger



## 2 Answer Yes/No

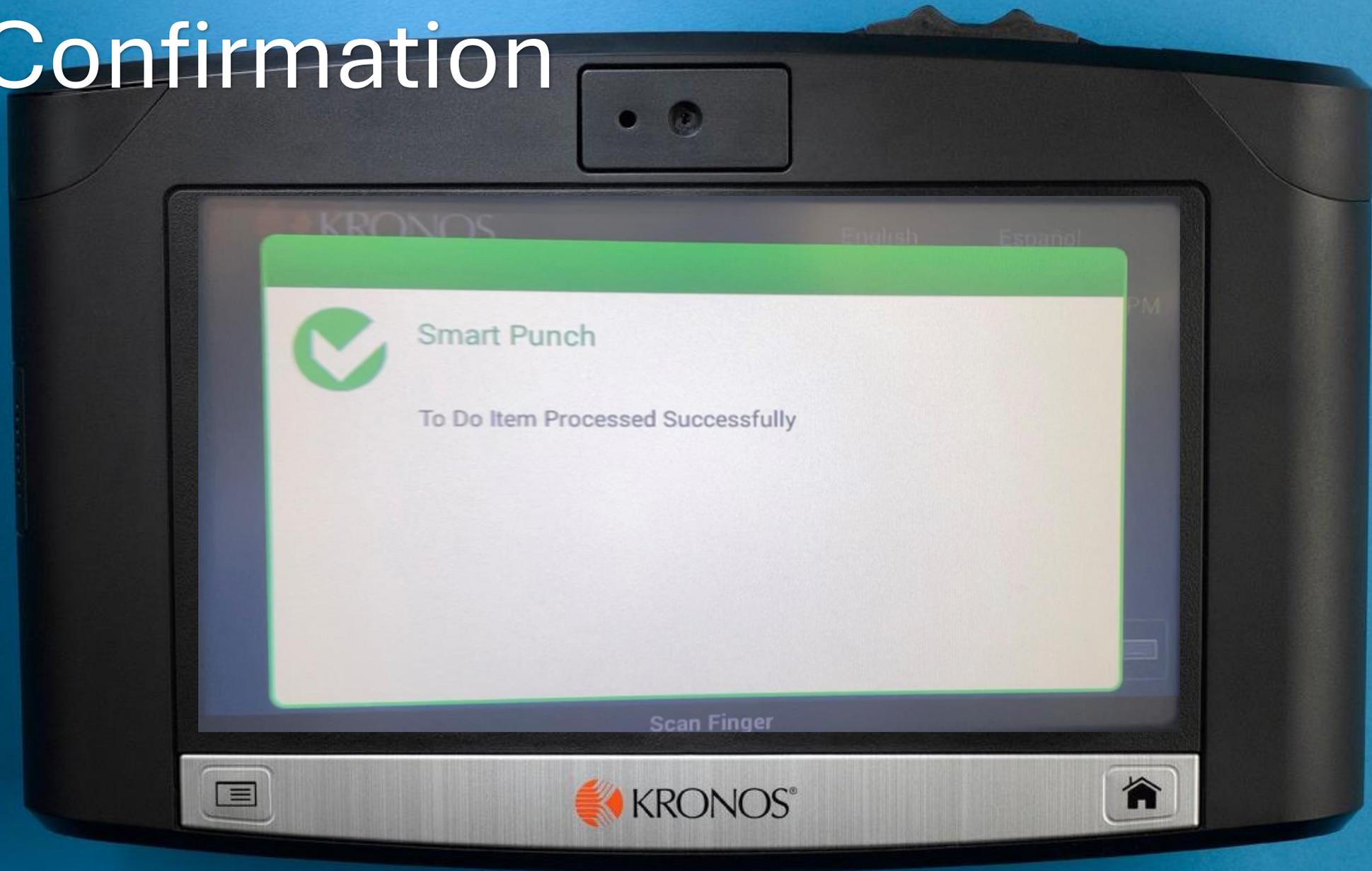


# 3 Answer Remaining Questions



2-4 questions depending on response and job

# 4 Confirmation



# Meal Periods



Were you provided with the opportunity to take 30-minute, uninterrupted meal period(s) as outlined in the Employee Handbook and mandated by California State Law?

- The answer to this question should always be Yes.
- *If your answer is No, you must speak with your Manager and/or HR to ensure you understand meal period requirements.*

# Rest Periods



Were you provided with the opportunity to take 10-minute, uninterrupted, paid rest periods as outlined in the Employee Handbook and mandated by California State Law?

- The answer to this question should always be Yes.
- *If your answer is No, you must speak with your Manager and/or HR to ensure you understand rest period requirements.*

# Transfer Drivers Only



I took an off duty 30-minute meal period.

- The answer to this question should always be Yes unless you were needed to deliver asphalt to ongoing jobs.
- *If your answer is No for any reason other than delivering asphalt, you must speak with your Manager and/or HR to ensure you understand meal period requirements.*

# Transfer Drivers Only



I took an on-duty paid meal period because I was needed to deliver asphalt to ongoing jobs.

- The answer to this question should be Yes if you were needed to deliver asphalt to ongoing jobs.
- *Delivering asphalt is the only valid reason for not taking your off duty 30-minute meal periods.*

# ***\*Please Note\****



**It is your responsibility to take your meal and rest periods each day as outlined in the Employee Handbook.**



**If you fail to take your meal period and need a timesheet adjustment, you must complete a Work Report explaining the reason for the missed lunch and provide your signature.**



**Completing a Work Report should be a rare exception, NOT a common occurrence.**



# Questions



**If you have questions  
about meal and rest  
periods, please  
contact HR.**

