



New Process



to replace lunch sheets

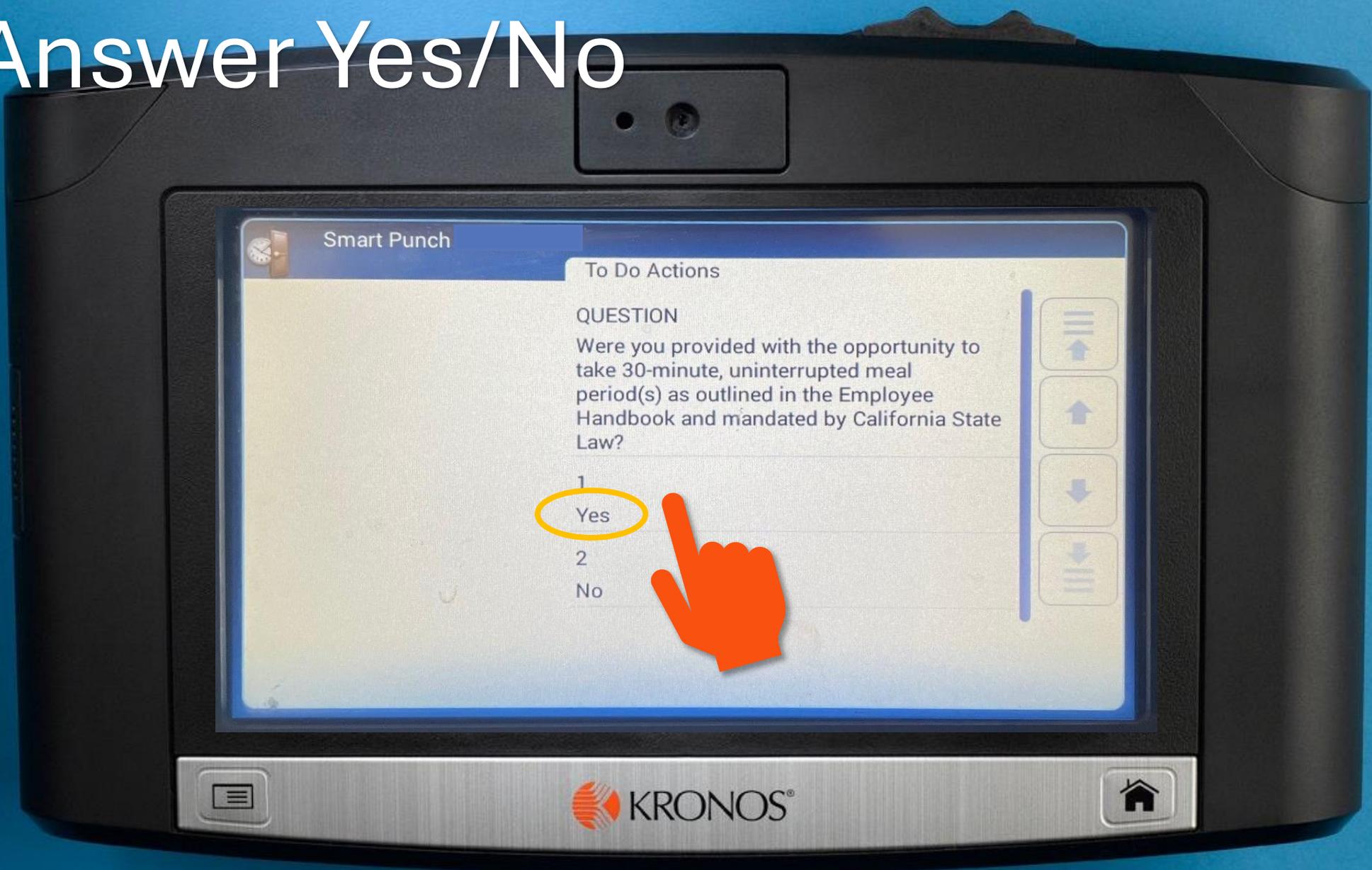
**When you clock out
each day, you will be
asked a couple Yes/No
questions on the screen.**



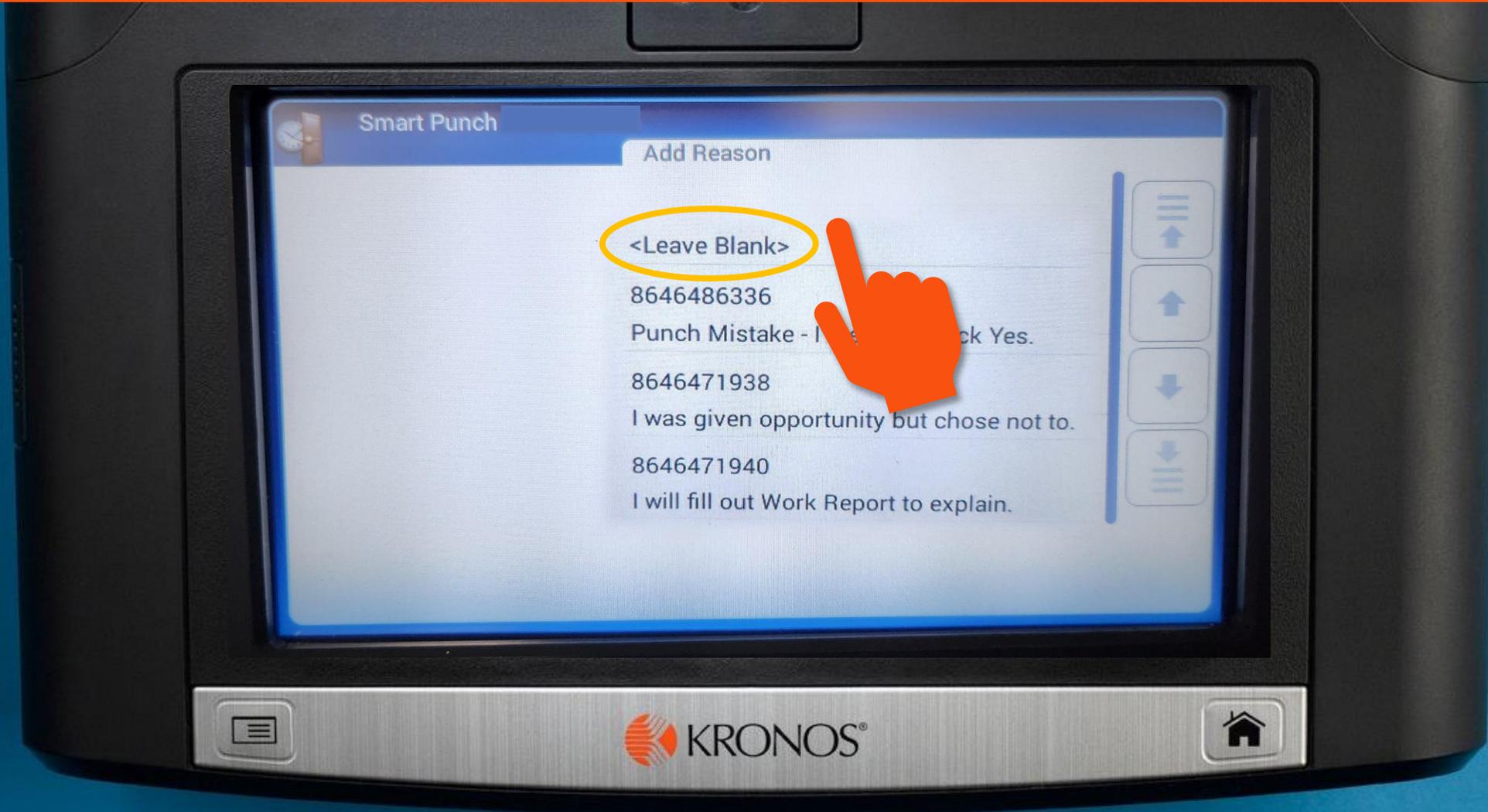
1 Scan Finger



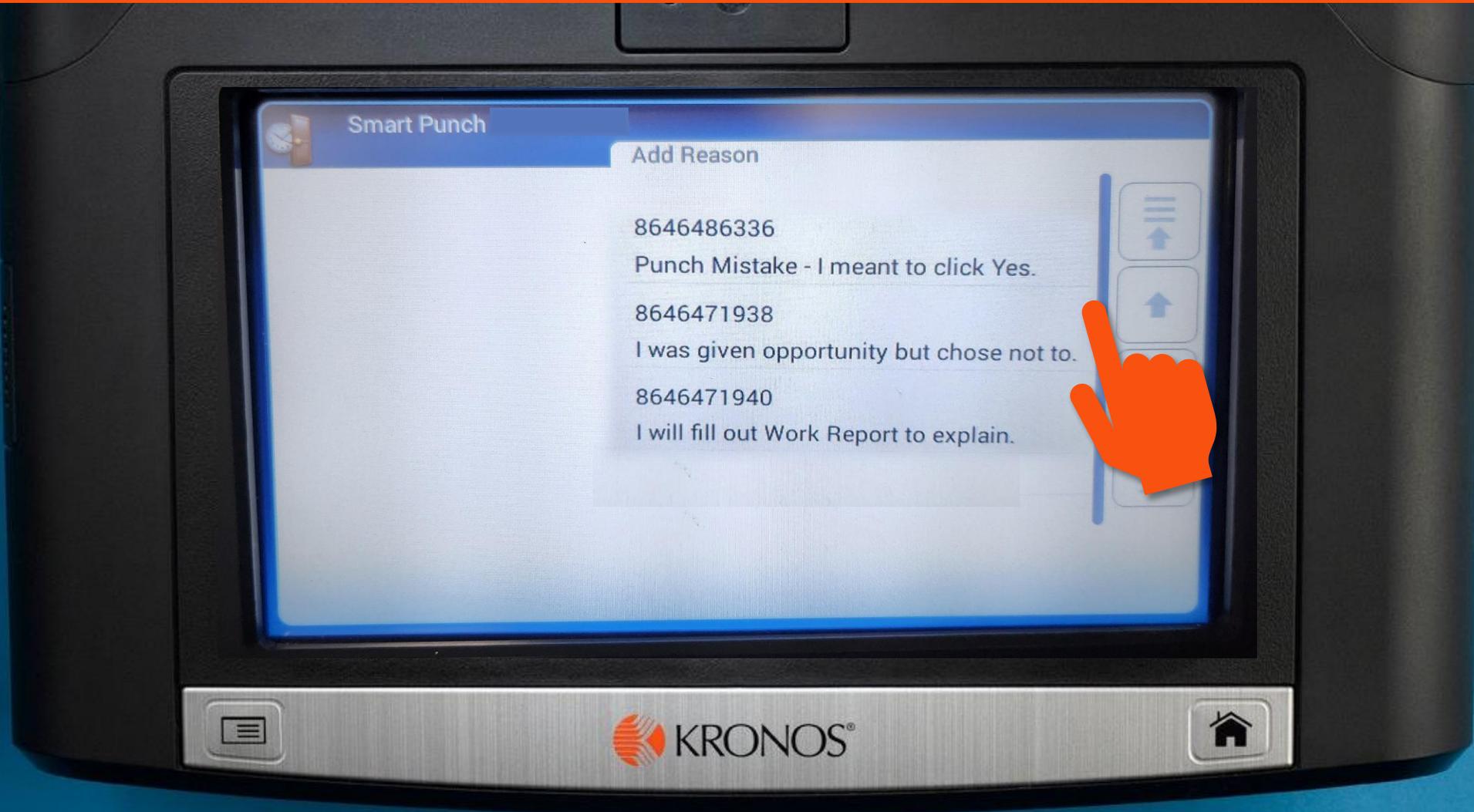
2 Answer Yes/No



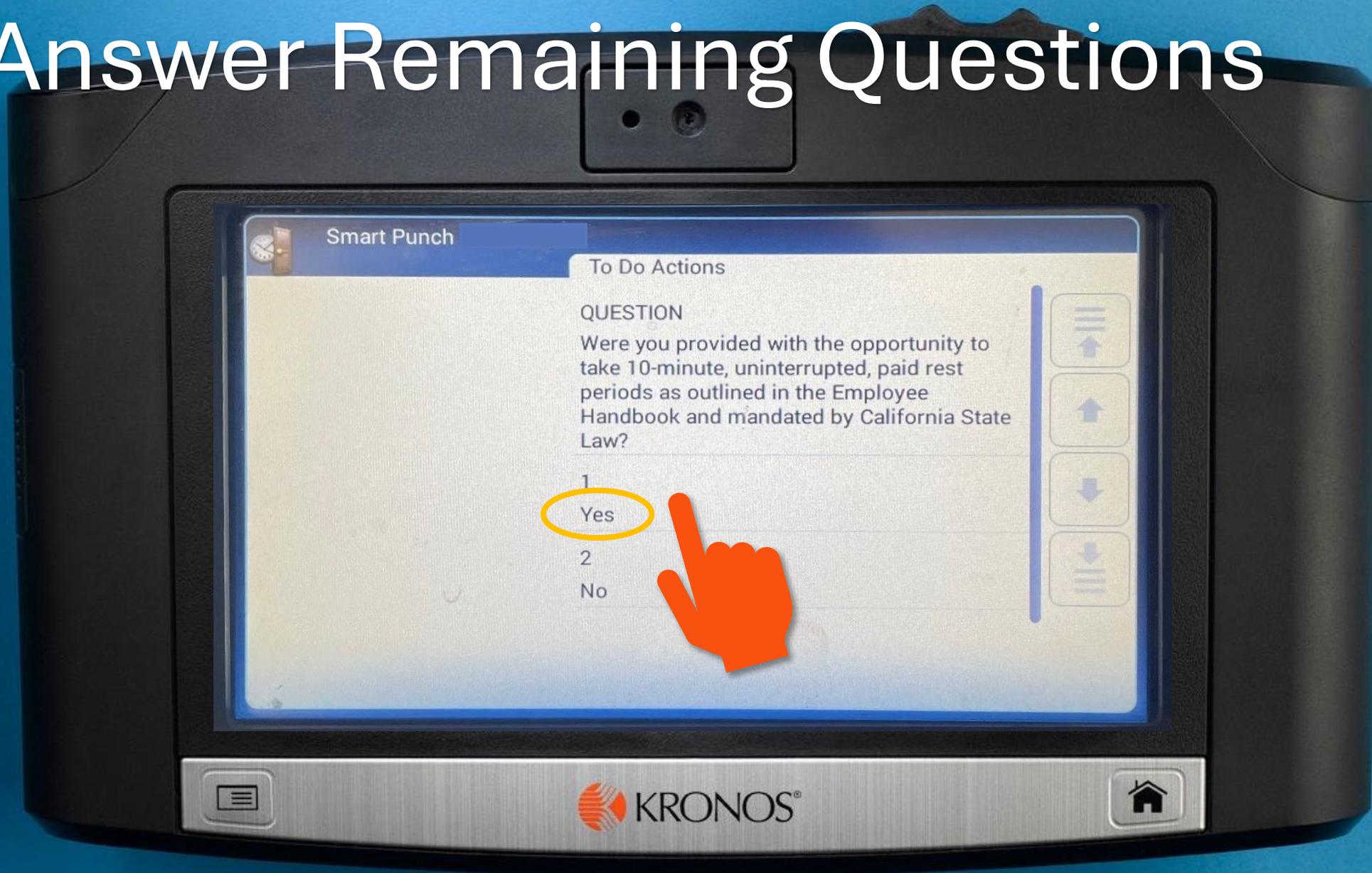
If you answer Yes, select <Leave Blank>



If you answer No, must select reason

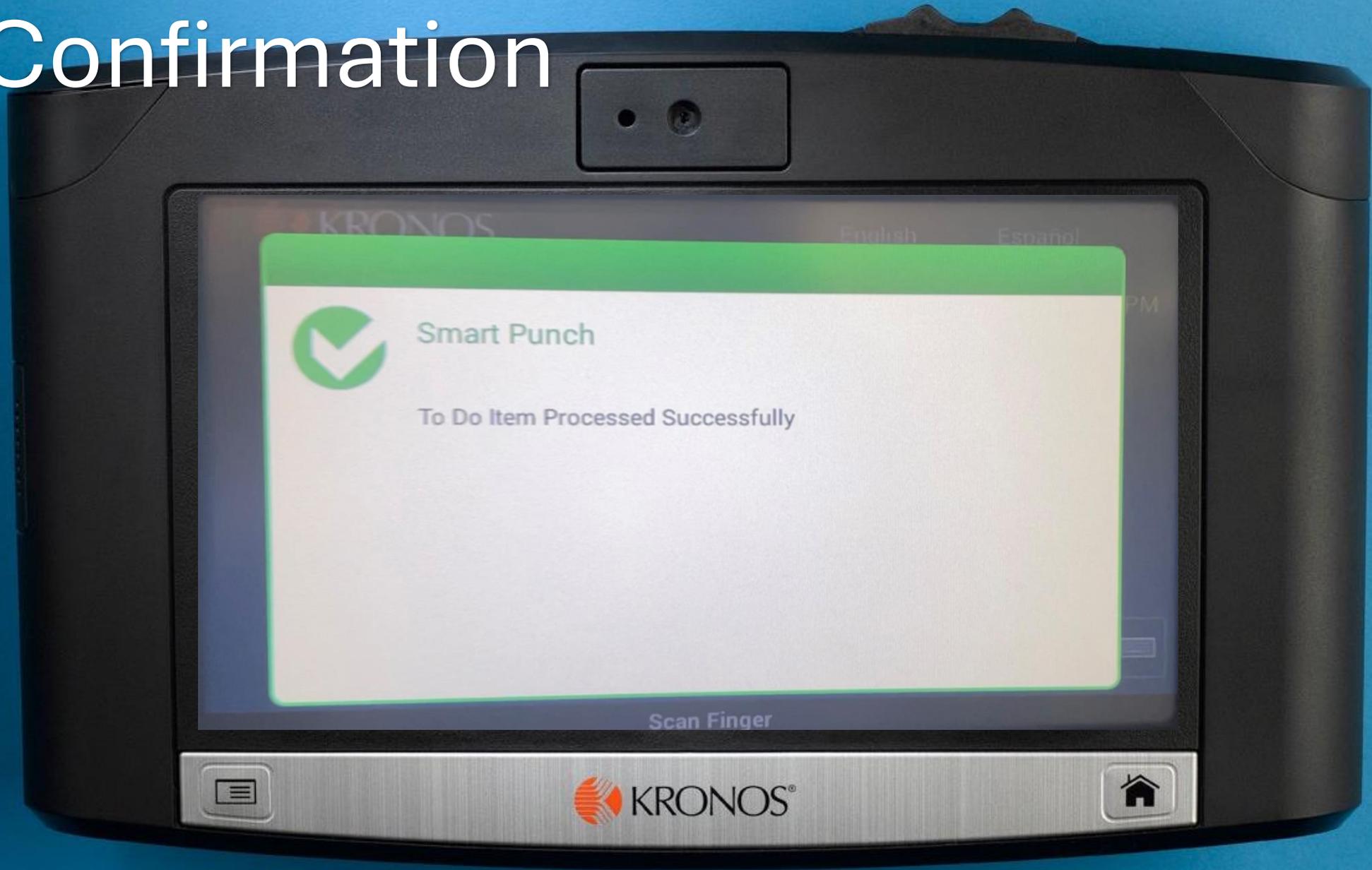


3 Answer Remaining Questions



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.*

Mixer Drivers Only



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

- The answer to this question should always be Yes.
- *If your answer is No, you must speak with your Manager and HR to ensure you are following proper meal period procedure.*

****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.**

