



Hours of Work Checklist

The more questions to which you answer “yes,” the more thorough your policy is.

	Yes	No
Do you have a written policy concerning hours of work?	<input type="checkbox"/>	<input type="checkbox"/>
Has the policy been communicated to managers, supervisors, and employees?	<input type="checkbox"/>	<input type="checkbox"/>
Does your policy state the start and finish of the workweek?	<input type="checkbox"/>	<input type="checkbox"/>
Does your policy state the start and finish of the workday?	<input type="checkbox"/>	<input type="checkbox"/>
Does your policy require employees to maintain accurate time records?	<input type="checkbox"/>	<input type="checkbox"/>
Does your policy prohibit employees from recording co-workers' time?	<input type="checkbox"/>	<input type="checkbox"/>
Does your policy state whether you can require overtime and, if so, who authorizes it?	<input type="checkbox"/>	<input type="checkbox"/>
Does your policy state the time of scheduled meal and rest breaks?	<input type="checkbox"/>	<input type="checkbox"/>
Does your policy on rest and meal breaks comply with federal and state (if any) law?	<input type="checkbox"/>	<input type="checkbox"/>
Does your policy contain procedures for requesting changes in hours of work?	<input type="checkbox"/>	<input type="checkbox"/>
Does your policy contain call-in work procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Is your hours-of-work policy coordinated with your absenteeism policy?	<input type="checkbox"/>	<input type="checkbox"/>
Is your hours-of-work policy coordinated with your disciplinary policy?	<input type="checkbox"/>	<input type="checkbox"/>
Have you surveyed managers, supervisors, and employees concerning their attitudes about work hours?	<input type="checkbox"/>	<input type="checkbox"/>
Does your policy comply with federal and state (if any) overtime regulations?	<input type="checkbox"/>	<input type="checkbox"/>