

GEORGIA DEPARTMENT OF CORRECTIONS

IMPORTANT NOTICE TO EMPLOYEES

The Georgia Department of Corrections wishes to reaffirm that it requires all Non-Exempt employees to:

REPORT ALL TIME WORKED

This means that you must:

- * record the exact hour and minute that you begin any work
- * record the exact hour and minute that you stop all work
- * make these entries on each day you work
- * be absolutely certain that you have recorded all work time
- * report changes regarding your time record which might occasionally be necessary

The Georgia Department of Corrections relies upon your personal time entries in calculating your pay and in maintaining your payroll records. Thus, a failure to accurately record all time worked will mislead the Department and can result in disciplinary actions up to and including dismissal from employment. It is a violation of policies either to under-report or to over-report your work time. Remember: accuracy is the key -- not just the appearance of accuracy.

No deviation from these instructions is permitted. No one may ask or direct that a Non-Exempt employee work "off the clock", "for free", or "on his or her own time". Any Non-Exempt employee who is not being paid in accordance with policies or who has knowledge that policies are being violated should immediately report this to the Director, Human Resources at (478) 992-5211. Your report will remain confidential, and you will not be punished for making such a report.

Record Retention: This notice shall be permanently posted on the “Official” Bulletin Board.