

QUARTER-HOUR ROUNDING

Per the Corporate Director of Compensation, "When less than a full hour is worked, the time is rounded and paid to the nearest quarter hour."

The number of hours worked by non-exempt employees are calculated using the quarter-hour rounding method. This means that an employee's arrival and departure times are rounded to the closest quarter of the hour when calculating the timesheet. Using 8:00 a.m. as an example, employees will be paid from 8:00, 8:15, 8:30, 8:45 or 9:00.

If an employee arrives or leaves between:

:00 to :07 minutes after the hour, calculate from the top of the hour

:08 to :22 minutes after the hour, calculate from quarter after the hour

:23 to :37 minutes after the hour, calculate from the half hour

:38 to :52 minutes after the hour, calculate from three quarters past the hour

:53 to :60 minutes after the hour, calculate from the top of the hour

Examples:

An employee records that they arrived at 8:07 a.m. Calculate from 8:00.

An employee records that they arrived at 8:08 a.m. Calculate from 8:15.

An employee records that they arrived at 8:22 a.m. Calculate from 8:30.

An employee records that they arrived at 8:37 a.m. Calculate from 8:45.

An employee records that they arrived at 8:53 a.m. Calculate from 9:00.