I. SCOPE:

This policy applies to (1) Tenet Healthcare Corporation and its wholly-owned subsidiaries and affiliates (each, an “Affiliate”); (2) any other entity or organization in which Tenet Healthcare Corporation or an Affiliate owns a direct or indirect equity interest greater than 50%; and (3) any hospital or healthcare entity in which an Affiliate either manages or controls the day-to-day operations of the entity (each, a “Tenet Entity”) (collectively, “Tenet”).

II. PURPOSE:

One of the tenets of Our Commitment to People philosophy is to ensure our employees know what is expected of them, including our supervisors and leaders. The purpose of this policy is to provide supervisors with appropriate information for maintaining accurate records of all hours worked by employees and all paid and unpaid time off taken by employees during each pay period.

III. POLICY:

Our employees expect their pay and benefits to be accurate and timely. The company can only achieve this with accurate records of time worked; a responsibility that is placed with our employees. Time worked includes all time actually spent on the job performing assigned duties. Tenet pays all employees for time worked, regardless of whether such work is authorized.

Supervisors must ensure that employees accurately record the time they begin and end their work. Supervisors may have employees swipe their badges or clock in and out by telephone/time clock – or use whatever timekeeping mechanism is in place at the Tenet Entity - to record the times they begin and end their work. Time devoted to meal periods should be accurately recorded by the process and mechanism available at each Tenet Entity, and Supervisors must ensure employees are trained and knowledgeable about the system. In addition, each unit must have an accurate process and mechanism to record when employees do not receive a full 30 minute uninterrupted meal period, and Supervisors must ensure that employees are compensated appropriately if they do not receive a meal period.

Employees should review their time records for accuracy of all time recorded. The supervisor will review and appropriately approve the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor should verify the accuracy of the changes by personally approving the edited time record or by another means, such as completion of an exception log.

The actual times that employees should report to work and leave work are determined by their supervisors and do not need to be recorded.

1Prior to June 3, 2013, the policy number was HR-501.
Altering, falsifying, tampering with time records, or recording time on another employee’s time record may result in corrective action, up to and including termination of employment. Failure of employees to submit accurate and complete time records on a timely basis may delay the processing of the paychecks as permitted by applicable state law. Continued failure of employees to submit accurate and complete time records, or failure to follow facility procedures in this regard may result in corrective action, up to and including termination of employment.

IV. PROCEDURE:

A. Employee

Record start work time and stop work time for all hours. Also record when leaving the Facility for any reason, including personal business. Actual times may be recorded by swiping the card through the time clock, by clocking in or out by phone, or through whatever process and mechanism is available at the Tenet Entity. Exceptions or corrections to the time record should be submitted to the Supervisor as directed.

Review the time records regularly to ensure the accuracy of all time recorded, as directed by Tenet Entity management. Obtain supervisor approval prior to working overtime.

B. Supervisor

Specify the manner in which the employees will record all hours worked, including beginning and ending times for meal periods, if applicable. Review all time records for accuracy and appropriately approve the time records before processing by Payroll.

If the time record is corrected, verify the accuracy of the changes by personally approving the edited time record or by another means, such as completion of an exception log.

If the employee works unauthorized overtime, pay hours according to the time record. Ensure that employee understands the requirement for prior approval of all overtime and, if necessary or if the behavior continues, use the corrective action procedure to change employee behavior.

C. Human Resources

The role of Human Resources is to assist supervisors in developing methods for accurately recording all hours worked, including the development of processes to ensure missed meal periods are documented and compensated and that exceptions or corrections are accurately recorded.
D. Enforcement

All employees whose responsibilities are affected by this policy are expected to be familiar with the basic procedures and responsibilities created by this policy. Failure to comply with this policy will be subject to appropriate performance management pursuant to all applicable policies and procedures, up to and including termination. Such performance management may also include modification of compensation, including any merit or discretionary compensation awards, as allowed by applicable law.

Assist Supervisors with the use of the corrective action procedure when necessary to ensure employee compliance with the policy.