

EMPLOYEE Bill of Rights

The idea behind the employee bill of rights is to ensure your employees are informed about their rights under the law. It also should state how employees can voice their concerns should they feel there are any issues.

Because meal and rest break compliances are challenging in states like California, a bill of rights related to these laws is very valuable. It will help business owners refute claims if employees claim they were prohibited from taking these breaks. Or if employees claimed they had no way to report issues related to breaks.

The offline policy can be used in tandem with online documentation and reporting tools policy. Providing a reporting section in an online timekeeping app is a powerful way to give your employees a conduit to get information to management any shift they work.

One last foot note on breaks. It is nearly impossible to run any company where the job could prevent an employee from taking a break, therefore paying the violations when they are legitimate is critical to demonstrating you are following the law.

Below is a sample of an employee bill of rights. Please be mindful it is only a sample and any HR documentation you provide for your employees should be reviewed by your council.

A Company, INC. – EMPLOYEE BILL OF RIGHTS-

SAMPLE ONLY

1. Employees are to be paid for all your work hours, including travel between worksites if you have multiple worksites in a day.
2. The company in no way will prohibit employees from taking meals and rest breaks. The opposite is true. The company policy is such that you must take meal breaks however you can waive any rest breaks. The general guidelines are as follows:
 - a. If your shift is five hours or less, you are not entitled to a meal. If you work six hours or less, you may waive your meal. If you work more than 10 hours, you are entitled to a second meal break
 - b. If your shift is more than six hours, you must take a meal for 30 minutes, which is unpaid time. You are to use your timekeeping app to clock out and back in from your meal. You may leave the premises during meal breaks.
 - c. Meals are to begin no later than the end of the fifth hour into your shift. For example, if your shift begins at 7 PM, you need to start your meal before midnight.
3. Rest breaks are 10 minutes of paid time for each four hour block of work, or any additional time that is more than two hours (example: work more than 10 hours and you receive 3 rest breaks). Rest breaks are paid time, so you do not clock out. You are entitled to leave the premises during your break.
4. Injuries are serious to the company. In the event of an injury immediately stop working and report to your supervisor or management.
5. If any supervisor or lead is deviating from these policies, you must let Management know immediately by email, text, call or documenting the issue in the correction request field in your timeclock app. All contacts will be kept confidential.
6. Please refer to the Employee Handbook for more details on these subjects and other issues related to your employment with the company.

Dated Received _____ Print Employee Name _____

Employee Signature _____

