

Compensation and Benefits Policy

Tradewind Subs Overtime, Meal periods and rest break policy.

Overtime

All non-exempt employees (hourly staff and temporary educators) are eligible for overtime pay.

Tradewind Subs employees will be eligible for time and one-half (1.5x):

- Hours worked over 8 in a day
- Hours worked over 40 in a workweek
- First 8 hours on the seventh consecutive day in a workweek

Tradewind Subs employees will be eligible for Double time (2x) if they;

- Work over 12 hours in a single day.
- Have worked over 8 hours on the seventh consecutive day in a workweek

Please note any overtime must be authorized in advance by your Tradewind Subs consultant unless emergency circumstances apply.

Meal Periods policy

Employees working more than 5 hours are entitled to a **30-minute unpaid, duty-free meal break**. The meal break must begin no later than the end of the 5th hour of work. (e.g if you start work at 8:00am, your lunch period should start no later than 1:00pm) Employees working more than 10 hours are entitled to a second **30-minute unpaid, duty-free meal break**. Employees are not permitted to work through meal periods. All meal periods must be accurately recorded on time sheets or through the Tradewind Subs system.

Rest Periods policy

Employees are entitled to a paid 10-minute rest break for every 4 hours worked, or major fraction thereof. Rest breaks should be taken in the middle of each work period whenever possible. Breaks cannot be combined with meal periods or tacked on to the start/end of the day.

Employee Responsibility

Employees must take their required breaks and record them properly at all times. Supervisors are responsible for ensuring breaks are scheduled and taken. Any concerns about missed or interrupted breaks should be reported immediately to Tradewind Subs CEO; eamonn@twsubs.com. Failure to comply with this policy may result in disciplinary action, up to and including termination.

Compliance

Tradewind Subs complies with all applicable California Labor Code and Wage Order 4-2001 requirements regarding overtime, meal, and rest breaks. Employees will be compensated in accordance with the law if required breaks are not provided.