



Reporting “Off the Clock” Work Acknowledgement Form

Although your position has been classified as non-exempt (hourly), you have been issued a CMCSS cell phone. Due to the nature of your position, you may be asked to conduct work outside of your normal scheduled times (lunch time, before or after clocking in) using the phone or any other CMCSS equipment that has been issued to you. In compliance with [HUM-A057](#), you are obligated to report this time to your supervisor ensuring you are compensated accordingly.

Printed Name

Signature

Date

Supervisor

Date

cc: Personnel File