

October 25, 2019

Sent Via E-mail Only

Brett Hopper
IAEP Local 167

brett.hopper@allina.com

Dear Brett:

Allina Health is committed to accurately compensating non-exempt employees for all time worked. Currently, work time for non-exempt employees is rounded to the nearest quarter hour. Arriving after the scheduled start time may be considered late. For example, if an employee is scheduled for a shift beginning at 7:00 a.m. and swipes in at 7:07 a.m., their recorded time will be rounded to 7:00 a.m. The employee may be considered late.

Effective February 29, 2020, time will be rounded to the nearest 5 minutes. Non-exempt employees are provided a 2-minute grace period to record time. Employees are expected to arrive on time, but they will not receive discipline or occurrence under the applicable attendance policy for arriving one to two minutes after the scheduled start time of their shift.

- If an employee is scheduled for a shift beginning at 7:00 a.m. and swipes in at 7:02 a.m., their recorded time will be rounded to start at 7:00 a.m. No discipline or attendance occurrences will be issued.
- If the same employee swipes in at 7:03 a.m., their recorded time will be rounded to 7:05 a.m. This may be considered late.
- If the same employee swipes in at 6:58 a.m., their recorded time will be rounded to 7:00 a.m.
- If the same employee swipes in at 6:56 a.m., their recorded time will be rounded to 6:55 a.m. This may create overtime.

Allina's Non-Exempt Pay and Attendance policies will be amended accordingly.

Importantly, employees will still be expected to be at their work area and ready to start work at their scheduled start time, take lunch periods when scheduled, and work until their scheduled end time. Employees must record all hours worked.

We recognize that the 5-minute rounding rule may occasionally cause overtime where it would not previously have been paid. However, we believe it is the most fair and accurate method to compensate our talented and hard-working employees.

Brett Hopper
October 25, 2019
Page 2 of 2

If you have any questions please feel free to email me at timothy.kohls@allina.com.

Sincerely,

/s/ Timothy B. Kohls

Timothy B. Kohls
Vice President • Labor Relations • Allina Health
MSBA Certified Labor and Employment Law Specialist