Appendix D

Safe Harbor Statement

The County of Galveston is committed to complying fully with all applicable wage and hour laws. To ensure accurate recordkeeping and proper compensation, the County strictly prohibits off-the-clock work. Employees are not permitted to perform any work—whether before their scheduled start time, during meal or rest breaks, after their scheduled end time, or at any other time—unless the time is recorded and approved in advance.

All overtime must be authorized **in writing** by a supervisor prior to being worked. Unauthorized overtime—whether paid or unpaid—is not allowed. Any employee who believes they have been asked to work off the clock or who feels their time has been recorded inaccurately must immediately report the concern to Human Resources. The County will investigate and address issues promptly and will not tolerate retaliation against anyone who raises a timekeeping concern.

This Safe Harbor Statement is intended to ensure full compliance with wage and hour requirements and to protect employees' rights to be compensated for all hours worked.

Acknowledgement Form

Employee Acknowledgement of Timekeeping & Overtime Requirements

I acknowledge that I have received and read the County's Safe Harbor Statement regarding timekeeping and overtime authorization.

I understand and agree to the following:

1. I am **not permitted to work off the clock** under any circumstances.
2. I must **accurately record** all time worked.
3. I must obtain **written permission** from my supervisor **before** working any overtime.
4. If I am ever directed to work off the clock, or if I believe my recorded time is inaccurate, I will report the issue immediately to Human Resources.
5. I understand that the County strictly prohibits retaliation for reporting concerns.

By signing below, I acknowledge that I understand these requirements and agree to comply with them.

Galveston County Human Resources Policy Manual

Employee Name: _____
Employee Signature: _____

Department: _____

Date: _____