

Labor Rules

Setup Guide

Document Details

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Overview

This document provides details to help corporate users set up the Labor Rules that apply to their company, specifically at the State & City level, since this is where most labor laws are defined.



Download the latest version of this document here:

<https://links.crunchtime.com/EMSG-LaborRulesSetup>

... or scan the QR code to the left.



Disclaimer: Labor laws vary widely by Country, State/Province, City, and Union. Although this Setup Guide provides information about the various Crunchtime labor settings/fields and what they do, it is not designed or intended to make recommendations for your particular jurisdictions. It remains your responsibility to ensure that your company is meeting the legal labor obligations to which each of your locations must adhere.

Related User Group Permissions

Screen Name	Control Name	Description
Labor Rules	City	Enables the tab for setting up labor rules for a city.
Labor Rules	Country	Enables the tab for setting up labor rules for a country.
Labor Rules	State/Province	Enables the tab for setting up labor rules for a state or province.
Labor Rules	Union	Enables the tab for setting up labor rules for a union.
School Districts	School Districts - Edit	Enables the tab for setting up labor rules for school districts.



Tip: Our **Labor Rule Compliance** report can assist you with setting up the Labor Rules that apply to your locations. To see details on this, download our Labor Rule Compliance Reference Guide using this link: <https://links.crunchtime.com/EMRG-LaborRuleComplianceReference>

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Labor Rules

State/Province Labor Rules

Most labor rules are defined at the State level, so we will start here.

Enterprise Manager > Labor: Labor Rules > State/Province

The screenshot shows the Crunchtime Enterprise Manager interface. The top navigation bar includes the Crunchtime logo, user information (JR John), and layout options (My Layout, Corporate Layout, Edit Layout). The left sidebar contains a menu with 'Labor Rules' highlighted. The main area shows 'Today's Location Tasks' with a table of tasks. A modal window titled 'State/Province' is open, displaying a table of US states with columns for Code, State/Province, # of Locations, and Rules Exist. The state 'MASSACHUSETTS' is highlighted with a red box.

Code	State/Province	# of Locations	Rules Exist
AZ	ARIZONA	2	☐
CA	CALIFORNIA	8	☒
FL	FLORIDA	5	☐
GA	GEORGIA	1	☐
IA	IOWA	1	☐
ID	IDAHO	1	☐
IL	ILLINOIS	1	☒
IN	INDIANA	1	☐
KANSAS	KANSAS	1	☐
LOUISIANA	LOUISIANA	1	☐
MA	MASSACHUSETTS	4	☐
ME	MAINE	3	☒
MN	MINNESOTA	1	☐
NV	NEVADA	1	☐
OR	OREGON	1	☐
SC	SOUTH CAROLINA	1	☐
TN	TENNESSEE	1	☐
TX	TEXAS	3	☒
UT	UTAH	1	☐
WA	WASHINGTON	2	☐
WI	WISCONSIN	1	☐

- 1 In Enterprise Manager, open the *Labor* menu.
- 2 Choose *Labor Rules*.
- 3 Select the *State/Province* tab.
- 4 Open a *State* record by double-clicking the appropriate row.



Note: The Active check box in the top left of the State/Province window (see screen shot on next page) will be checked automatically upon the first save with a new setting.

(Continued)

Labor Rules (Continued)

State Configuration > Details

crunchtime ENTERPRISE MANAGER

Labor Rule 1 - State/Province - MASSACHUSETTS

Active: ☐ Effective Date: * 08/01/2023

Details Meal Period Rules Paid Break Rules Overtime Rules State Minor Laws

State/Province Wage Regulations

2 Minimum Wage: * 15.75

3 Tipped Minimum Wage: * 6.750

Override default tipped minimum wage rates when weekly overtime is reached: ☒ **A**

Hours <= weekly overtime: * 8.000 **B**

Hours > weekly overtime: * 10.250 **C**

Tip credit by shift: ☐ **D**

Minimum Paid Shift, Split Shift, and Spread of Hours Rules

Minimum Paid Shift Hours: 4

Maximum Qualifying Wage for Minimum Paid Shift: 25

Maximum Elapsed Hours between Shifts: 2

Split Shift Differential Hours: 2

Split Shift Offset Base Wage: 15.75

Spread of Hours: 10.00



Note: Enter the appropriate values for Labor Rules that apply to your jurisdiction; for any that do not apply, those fields can be left blank.

Effective Date

- 1** Set the *Effective Date*; this is the day the labor rules will become active. This defaults to the current date; choose another date if necessary.

State/Province Wage Regulations

- 2** For this State/Province, enter the *Minimum Wage*.
- 3** Enter the *Tipped Minimum Wage*. (Fields A-D below are currently used only in Massachusetts.)
- A** If weekly overtime for tipped positions should be paid at a different rate, check the box to *Override default tipped minimum wage rates when weekly overtime is reached*. If so, then enter values for B & C below.
- B** For *Hours <= weekly overtime*, enter the override rate to be paid for regular tipped hours.
- C** For *Hours > weekly overtime*, enter the override rate to be paid for overtime tipped hours.
- D** If tip credits should be applied on a per-shift basis, check *Tip credit by shift*. If not checked, tip credits will be applied on a weekly basis.



Tip: If *Tip credit by shift* is enabled, the Tip Pool Amount will not be included in the calculation for Tip Credit Allowance by Shift because the Tip Pool is not linked to specific shifts. Therefore, if you wish to see the Tip Pool Amount in the Tip Credit, this setting should not be enabled.

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Labor Rules (Continued)

State Configuration > Details (Continued)

crunchtime ENTERPRISE MANAGER

Labor Rules — State/Province — MASSACHUSETTS

Active: ☐ Effective Date: * 08/01/2023 Retrieve

Details Meal Period Rules Paid Break Rules Overtime Rules State Minor Laws

State/Province Wage Regulations

Minimum Wage: * 15.75

Tipped Minimum Wage: * 6.750

Override default tipped minimum wage rates when weekly overtime is reached: ☒

Hours <= weekly overtime: * 8.000

Hours > weekly overtime: * 10.250

Tip credit by shift: ☐

Minimum Paid Shift, Split Shift, and Spread of Hours Rules

- 1 Minimum Paid Shift Hours: 4
- 2 Maximum Qualifying Wage for Minimum Paid Shift: 25
- 3 Maximum Elapsed Hours between Shifts: 2
- 4 Split Shift Differential Hours: 2
- 5 Split Shift Offset Base Wage: 15.75
- 6 Spread of Hours: 10.00

Minimum Paid Shift

- 1 Enter the *Minimum Paid Shift Hours* – the minimum number of hours employees must be paid for a scheduled shift, even if they are scheduled for and actually work fewer hours.
- 2 Enter the *Maximum Qualifying Wage for Minimum Paid Shift* – the highest base pay rate an employee can earn and be eligible for Minimum Paid Shift compensation.

Split Shifts

- 3 Enter the *Maximum Elapsed Hours between Shifts* – the maximum number of hours between shifts that defines a break as opposed to a split shift. If the time between shifts is greater than this, it is considered a split shift.
- 4 Enter the *Split Shift Differential Hours* – the number of extra hours an employee will be paid if eligible for Split Shift compensation.
- 5 Enter the *Split Shift Offset Base Wage* – the rate used to calculate what an employee will be paid for the Split Shift premium if eligible for Split Shift compensation, normally the Minimum Wage.

Spread of Hours

- 6 Enter the *Spread of Hours* – Within a single business day, if the interval between the beginning and end of the employee's workday exceeds the number of hours entered here, they will receive 1 additional hour of pay at the minimum wage rate that is most beneficial to them (City, State, Country, or Minor Law if applicable). This spread can include time punches for breaks and split shifts, since the rule is applied based on the first punch in and the last punch out, providing that neither of these is for an unpaid meal break.

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Labor Rules (Continued)

State Configuration > Details (Continued)

crunchtime ENTERPRISE MANAGER

Active: ☐ Effective Date: * 08/01/2023 [Retrieve](#)

Labor Rules — State/Province — MASSACHUSETTS

Details | Meal Period Rules | Paid Break Rules | Overtime Rules | State Minor Laws

Reporting Pay Rules

- 1 Minimum Scheduled Hours:
- 2 Maximum % of Scheduled Shift Worked for Reporting Pay:
- 3 Minimum Reporting Pay Hours:
- 4 Maximum Reporting Pay Hours:
- 5 Reporting Pay Based On: ☒ Regular Rate of Pay ☐ Minimum Wage

Scheduling Restrictions

- 6 Consecutive Hours Rest per Calendar Week: Allow Override?: ☐
- 7 Maximum Consecutive Days Worked: Allow Override?: ☐
- 8 ☒ In Any 7-Day Period ☐ In a Workweek

Paid Break Logic

- 9 ☒ Total Hours Worked ☐ Consecutive Hours Worked

Sick Leave

Sick Leave Based On: ☒ Accrual

Reporting Pay Rules (Tip: You may need to scroll down to see these rules.)

- 1 **Minimum Scheduled Hours** – the minimum number of hours employees must be scheduled to be eligible for Reporting Pay.
- 2 **Maximum % of Scheduled Shift Worked for Reporting Pay** – the maximum percentage of the scheduled shift that employees can work and still be eligible for Reporting Pay.
- 3 **Minimum Reporting Pay Hours** – the minimum number of hours employees will be paid for hours not worked (to make up the difference between hours scheduled vs worked) when dismissed early.
- 4 **Maximum Reporting Pay Hours** – the maximum number of hours employees will be paid for hours not worked (to make up the difference between hours scheduled vs worked) when dismissed early.
- 5 **Reporting Pay Based On** – choose whether this premium should be paid at the 'Regular Rate of Pay' or the 'Minimum Wage'.

Scheduling Restrictions

- 6 **Consecutive Hours of Rest per Calendar Week** – the number of hours (1-99) in a row that an employee must not be scheduled, within a single labor week. Can be exceeded if *Allow Override* is checked; if not, the labor schedule must be modified before saving.
- 7 **Maximum Consecutive Days Worked** – the maximum number of days (1-6) in a row an employee can be scheduled to work; can span multiple labor periods. Can be exceeded if *Allow Override* is checked; if not, the labor schedule must be modified before saving.
- 8 Choose whether these restrictions apply *In Any 7 Day Period* or *In a Workweek*. By default, this applies to any consecutive 7 day period, but can be limited to just within a schedule week.

Paid Break Logic

- 9 Choose whether Paid Break calculations will be based on the *Total Hours Worked* (default) or the *Consecutive Hours Worked*.

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Labor Rules (Continued)

State Configuration > Details (Continued)

crunchtime ENTERPRISE MANAGER

Search, Grid, Help, User: JR John, Location: CrunchTime C...

Labor Rules — State/Province — MASSACHUSETTS

Active: ☐ Effective Date: * 08/01/2023 Retrieve

Details | Meal Period Rules | Paid Break Rules | Overtime Rules | State Minor Laws

Sick Leave

- Sick Leave Based On: ☒ Accrual ☐ Up Front
- Year Based On: ☒ January 1st ☐ Employee's Anniversary
- Accrual Rate: 1 hours earned per: 25 hours worked
- Maximum Hours Accrued per Year: 160
- Maximum Hours Used per Year: 160
- Maximum Hours Carried Over per Year: 80
- Days of Employment Required to Earn Sick Time: 20
- Days of Employment Required to Use Sick Time: 25
- Allow Negative Sick Leave Balance: ☐



Note: If you're not administering Sick Leave balances in Crunchtime, you can skip this section.

Sick Leave Rules (Tip: You may need to scroll down to see these rules.)

- Choose whether *Sick Leave based on* will be by 'Accrual' or granted 'Up Front'. (How it accumulates.)
- Choose whether the *Year Based on* will be 'January 1st' or 'Employee Anniversary'. (When it starts.)
- Enter the *Accrual Rate (of) ___ hours earned per ___ hours worked* – this determines the rate at which sick leave accrues; visible only if "Sick Leave based on" = 'Accrual'.
- Enter the *Maximum Hours Accrued per Year* – this is the maximum number of hours an employee can accrue within the annual period define by the "Year Based on" setting.
- Enter the *Maximum Hours Used per Year* – this is the maximum number of hours an employee can use within the annual period.
- Enter the *Maximum Hours Carried Over per Year* – this is the maximum number of hours an employee can carry over from one annual period into the next.
- Enter the number of *Days of Employment Required to Earn Sick Time* – this is the minimum number of days employees must work before they can begin accruing sick time.
- Enter the number of *Days of Employment Required to Use Sick Time* – this is the minimum number of days employees must work before they can begin using sick time.
- Choose whether to *Allow Negative Sick Leave Balance*. If not checked, employees will not be allowed to use more than they have accrued. Then, in Net-Chef when a manager saves a Supplemental Wage that would incur a negative balance, a warning message will appear. This setting will determine whether the manager can proceed or be required to edit or delete the Supplemental Wage.

Labor Rules (Continued)

State Configuration > Meal Period Rules

crunchtime ENTERPRISE MANAGER

Search ? JR John CrunchCafe

Labor Rules — State/Province — MASSACHUSETTS

Active: ☐ Effective Date: * 08/01/2023 Retrieve

Details Meal Period Rules Paid Break Rules Overtime Rules State Minor Laws

Number of Meal Period Premiums Allowed per Workday: 1

Number of Waived Breaks Allowed per Workday: 1

Hours Worked >	Break Minutes	Maximum Hours to Waive	Premium Hours	Index	Actions
6.00	30	8.00	1.00		

Meal Period Rules (aka Unpaid Breaks)

- 1 Click the + (Add) icon to add an entry row.
- 2 Enter the number of *Hours Worked >* needed to “earn” an unpaid meal break.
- 3 Enter the number of *Break Minutes* earned once the above threshold is hit.
- 4 Enter the *Maximum Hours to Waive* – this indicates the maximum number of hours in a shift for which the premium can be waived. If a shift is longer than this, the premium can’t be waived.
- 5 Enter the number of *Premium Hours* to be paid if the meal period is skipped.



Note: The *Number of Meal Period Premiums* and *Waived Breaks Allowed per Workday* defaults to ‘1’ and cannot be changed.



Tip: Multiple entries can be created for each threshold where a break is allowed. In some States, this will be necessary. (For example: 30 minutes are earned after 4 hours, and another 30 minutes are earned after 8 hours.)



Setup Alert: Notice that some rules show a < or > sign and others a <= or >= sign. Make sure that any value you enter respects the field as being either less/greater than, or less/greater than or equal.

Labor Rules (Continued)

State Configuration > Paid Break Rules

crunchtime ENTERPRISE MANAGER

Search, Grid, Help, User: JR John, Location: CrunchCafe

Labor Rules — State/Province — MASSACHUSETTS

Active: ☐ Effective Date: * 08/01/2023 Retrieve

Details Meal Period Rules **Paid Break Rules** Overtime Rules State Minor Laws

Number of Paid Break Premiums Allowed per Workday: 1

Hours Worked >=	Major Fraction Hours	Minimum Daily Hours Worked >=	Paid Break Minutes	Premium Hours	Index	Actions
4.00	2.00	3.00	15	1.00		✖

Paid Break Rules

- 1 Click the + (Add) icon to add an entry row.
- 2 Enter the number of *Hours Worked >=* needed to “earn” a paid break.
- 3 Optional: Enter the *Major Fraction Hours* that must be worked in a scheduled shift to be eligible for a paid break. This is how many hours must be worked before the break can be scheduled.
- 4 Enter the number of *Minimum Daily Hours* that must be worked during the day to be eligible.
- 5 Enter the number of *Paid Break Minutes* earned once the above threshold is hit.
- 6 Enter the number of *Premium Hours* to be paid if the break is skipped.



Note: The *Number of Paid Break Premiums Allowed per Workday* defaults to ‘1’ and cannot be changed.



Note on Paid and Unpaid Breaks: While reviewing Labor Actuals, managers will be alerted to missed breaks and given the opportunity to address this and correct as needed. Breaks are **not** automatically inserted into existing shifts.

Labor Rules (Continued)

State Configuration > Overtime Rules > Daily Hours

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Labor Rules – State/Province – MASSACHUSETTS

Active: ☐ Effective Date: * 08/01/2023 Retrieve

Details Meal Period Rules Paid Break Rules **Overtime Rules** State Minor Laws

Daily Hours Weekly Hours Days Worked Consecutive Days Consecutive Hours Fiscal Period Holiday

A Day based on: ☒ Business Day ☐ 24 Hours from Employee Clock-in

OT Code	Hours Worked >	Rate <	Overtime Multiplier	Index	Actions
DLY	8.00	18.00	1.50		✕

1 +

Overtime Rules > Daily Hours

- 1** Click the + (Add) icon to add an entry row.
- 2** Enter the OT Code for this rule.



Note: Overtime (OT) Codes can be any 3 characters (alphanumeric); must be unique across all OT rules.

- 3** Enter the number of *Hours Worked >*, after which this overtime pay rule will take effect.
- 4** Enter the *Rate <* if employees are required to make less than a certain wage to be eligible for this rule.
- 5** Enter the *Overtime Multiplier* for this rule – this is the factor by which the base rate is multiplied in order to calculate the overtime rate. (Example: If overtime should be “time and a half”, enter ‘1.5’.)

- A** Choose whether the *Day Based on* is ‘Business Day’ or ‘24 Hours from Employee Clock-in’.
 (‘Business Day’ is the default and recommended setting. ‘24 Hours from Employee Clock-in’ is currently used only in Nevada and can only be selected after at least one rule has been defined.)

Labor Rules (Continued)

State Configuration > Overtime Rules > Weekly Hours

crunchtime ENTERPRISE MANAGER

Active: ☐ Effective Date: * 08/01/2023 Retrieve

Details Meal Period Rules Paid Break Rules **Overtime Rules** State Minor Laws

Daily Hours **Weekly Hours** Days Worked Consecutive Days Consecutive Hours Fiscal Period Holiday

OT Code	Hours Worked >	Overtime Multiplier	Index	Actions
WK	40.00	1.50		

Weekly Hours

- 1 Click the + (Add) icon to add an entry row.
- 2 Enter the OT Code for this rule.
- 3 Enter the number of Hours Worked >, after which this overtime pay rule will take effect.
- 4 Enter the Overtime Multiplier for this rule.

State Configuration > Overtime Rules > Days Worked

crunchtime ENTERPRISE MANAGER

Active: ☐ Effective Date: * 08/01/2023 Retrieve

Details Meal Period Rules Paid Break Rules **Overtime Rules** State Minor Laws

Daily Hours Weekly Hours **Days Worked** Consecutive Days Consecutive Hours Fiscal Period Holiday

OT Code	Days Worked >	Overtime Multiplier	Index	Actions
DW	6.00	1.50		

Days Worked

- 1 Click the + (Add) icon to add an entry row.
- 2 Enter the OT Code for this rule.
- 3 Enter the number of Days Worked >, after which this overtime pay rule will take effect.
- 4 Enter the Overtime Multiplier for this rule.

Labor Rules (Continued)

State Configuration > Overtime Rules > Consecutive Days

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Search ? JR John CrunchCafe

Labor Rules — State/Province — MASSACHUSETTS

Active: ☐ Effective Date: * 08/01/2023 Retrieve

Details Meal Period Rules Paid Break Rules **Overtime Rules** State Minor Laws

Daily Hours Weekly Hours Days Worked **Consecutive Days** Consecutive Hours Fiscal Period Holiday

OT Code	Consecutive Days Worked >	Hours Worked >	Overtime Multiplier	Index	Actions
CDW	5	6.00	1.50		

Consecutive Days Worked

- 1 Click the + (Add) icon to add an entry row.
- 2 Enter the OT Code for this rule.
- 3 Enter the number of *Consecutive Days Worked*, after which this overtime pay rule will take effect.
- 4 Enter the number of *Hours Worked >* that must be worked in a shift on the last consecutive day in order to be eligible. (i.e. - If I work 6 consecutive days, on the 6th day I must work more than this many hours to incur OT.)
- 5 Enter the *Overtime Multiplier* for this rule.

State Configuration > Overtime Rules > Consecutive Hours

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Labor Rules — State/Province — MASSACHUSETTS

Active: ☐ Effective Date: * 08/01/2023 Retrieve

Details Meal Period Rules Paid Break Rules **Overtime Rules** State Minor Laws

Daily Hours Weekly Hours Days Worked Consecutive Days **Consecutive Hours** Fiscal Period Holiday

OT Code	Consecutive Hours Worked >	Overtime Multiplier	Index	Actions
CHW	7.00	1.50		

Consecutive Hours Worked

- 1 Click the + (Add) icon to add an entry row.
- 2 Enter the OT Code for this rule.
- 3 Enter the number of *Consecutive Hours Worked >* (without a break), after which this overtime pay rule will take effect.
- 4 Enter the *Overtime Multiplier* for this rule.

(Continued)

Labor Rules (Continued)

State Configuration > Overtime Rules > Fiscal Period

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Active: ☐ Effective Date: * 08/01/2023 Retrieve

Details Meal Period Rules Paid Break Rules **Overtime Rules** State Minor Laws

Daily Hours Weekly Hours Days Worked Consecutive Days Consecutive Hours **Fiscal Period** Holiday

Stack OT: ☐

OT Code	Hours Worked >	Overtime Multiplier	Index	Actions
FP	175.00	1.50		✖

Fiscal Period

- 1 Click the + (Add) icon to add an entry row.
- 2 Enter the OT Code for this rule.
- 3 Enter the number of *Hours Worked >* (in the fiscal period), after which this overtime rule will take effect.
- 4 Enter the *Overtime Multiplier* for this rule.
- 5 If this OT rule should be applied on top of any other overtime, check the box to *Stack OT*.

State Configuration > Overtime Rules > Holiday

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Active: ☐ Effective Date: * 08/01/2023 Retrieve

Details Meal Period Rules Paid Break Rules **Overtime Rules** State Minor Laws

Daily Hours Weekly Hours Days Worked Consecutive Days Consecutive Hours Fiscal Period **Holiday**

Stack OT: ☒ Applies to <=: 4 Hours Worked

OT Code	Date	Overtime Multiplier	Index	Actions
HOL	07/04/2024	1.50		✖

Holiday

- 1 Click the + (Add) icon to add an entry row.
- 2 Enter the OT Code for this rule.
- 3 Enter the *Date* that employees need to work to earn overtime pay for this holiday.
- 4 Enter the *Overtime Multiplier* for this rule.
- 5 If this OT rule should be applied on top of any other overtime, check the box to *Stack OT*. If so, for *Applies to <=* ___ *Hours Worked*, enter the maximum number of hours eligible for this rule.

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Labor Rules (Continued)

State Configuration > State Minor Laws (Left Columns)

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Active: ☐ Effective Date: * 08/01/2023

Details Meal Period Rules Paid Break Rules Overtime Rules **State Minor Laws**

1

2 Certification Required: ☐

Age	Min. Wage	Hours/Week ≤	Days/Week ≤	Hours/Day ≤				Out = or Before				In = or After	
				School Day: Next Day School Day	School Day: Next Day Non-School Day	Non-School Day: Next Day School Day	Non-School Day: Next Day Non-School Day	School Day: Next Day School Day	School Day: Next Day Non-School Day	Non-School Day: Next Day School Day	Non-School Day: Next Day Non-School Day	School Day	Non-School Day
16	15.00	48.00	6	8.00	8.00	8.00	8.00	20:00	23:30	20:00	23:30	06:00	06:00
14	15.00	18.00	6	3.00	3.00	8.00	8.00	19:00	19:00	19:00	19:00	07:00	07:00

State Minor Laws – Left Columns

- 1 Click the + (Add) icon to add an entry row.
- 2 Enter the oldest Age a minor must be for this rule to apply. (See Step 4 on next page for more context.)
- 3 For Hours/Week ≤, enter the max # of hours a minor up to this age can be scheduled per week.
- 4 For Min. Wage, enter the lowest wage a minor can be paid.
- 5 For Days/Week ≤, enter the maximum number of days a minor can be scheduled in a week.
- 6 For Hours/Day ≤, enter the maximum hours a minor can be scheduled per day:
 - on a school day where there is school the next day.
 - on a school day where there is no school the next day.
 - on a non-school day where there is school the next day.
 - on a non-school day where there is no school the next day?
- 7 For Out = or Before, select the latest time (in 24 hr format) a minor can be scheduled:
 - on a school day where there is school the next day.
 - on a school day where there is no school the next day.
 - on a non-school day where there is school the next day.
 - on a non-school day where there is no school the next day.
- 8 For In = or After, select the earliest time (in 24 hr format) a minor can be scheduled:
 - on a school day.
 - on a non-school day.



Note: All days Mon - Fri will be considered "School Days" by default unless they are configured as Holidays in the Location's Holiday Calendar in Enterprise Manager. Sat & Sun will always be considered "Non-School Days."

(Continued)

Labor Rules (Continued)

State Configuration > State Minor Laws (Right Columns)

Labor Rules — State/Province — MASSACHUSETTS

Active: ☐ Effective Date: * 08/01/2023

Details Meal Period Rules Paid Break Rules Overtime Rules **State Minor Laws**

Minor Certification Required: ☐

Out = or Before				In = or After		Daily Overtime			Meal Break		Paid Break		Minor Labor Program
School Day: Next Day School Day	School Day: Next Day Non-School Day	Non-School Day: Next Day School Day	Non-School Day: Next Day Non-School Day	School Day	Non-School Day	Code	Hours Worked >	Multiplier	Hours Worked >	Minutes	Hours Worked >=	Minutes	
						MOT	8.00	1.50	6.00	30.00	4.00	10.00	CO-OP

State Minor Laws – Right Columns

- 1** For *Daily Overtime*:
 - Enter the OT Code for this rule.
 - Enter the *Hours Worked >* : the number of schedule hours per day beyond which overtime is required for a minor.
 - Enter the *Multiplier* used to calculate OT pay for a minor.
 - 2** For a *Meal Break*:
 - Enter the *Hours Worked >* : the number of hours worked beyond which a minor is required to receive a meal break.
 - Enter the number of (unpaid) meal break *Minutes* that a minor should be given.
 - 3** For a *Paid Break*:
 - Enter the *Hours Worked >=* : the number of hours worked or beyond which a minor is required to receive a paid break.
 - Enter the number of paid break *Minutes* for the that a minor should be given.
 - 4** If these rules apply to a specific *Minor Labor Program* for minors in this age range, select the desired option from the drop-down. (This enables you define different rules for minors of different ages based on whether or not they participate in one of these programs. The entries in this drop-down are defined in *Enterprise Manager > Labor menu > Minor Labor Programs*.)
- A** *Minor Certification Required* – If you're using the New Hire Checklist, you can check this box to add entries defined as being for 'Minors Only' to the Employee Checklist tab in the Employee Maintenance screen in Net-Chef.

5. When finished, click *Save and Close*.



Note: For summer vacation, the best practice is to modify the Effective Date and create a different set of rules that would apply during that time. When school starts again, just repeat the process.

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Labor Rules (Continued)

City Labor Rules

If a City has different and/or more stringent laws than the State, you will need to define these rules as well.

Enterprise Manager > Labor: Labor Rules > City

crunchtime ENTERPRISE MANAGER

Country State/Province **City** Union Audit

Effective Date: * 08/01/2023

City	State/Province	Country
Anaheim		UNITED STATES

Add a City Labor Rule

- 1 Go to the *City* tab.
- 2 Click the + (Add) icon to add a City Labor Rules entry (shown below).

City Configuration > Details

crunchtime ENTERPRISE MANAGER

Labor Rule - City

Active: ☒ Effective Date: * 08/01/2023 Retrieve

4 City: * Boston

Details Schedule Change Rules

City Wage Regulations

Minimum Wage: * 16.50

Tipped Minimum Wage: * 7.250

Override default tipped minimum wage rates when weekly overtime is reached: ☒

Hours <= weekly overtime: * 8.500

Hours > weekly overtime: * 10.500

Tip credit by shift: ☐

Cloping Rules

Consecutive Hours Rest across Calendar Days: 8.00

Cloping Pay Based On: ☒ Flat Fee ☐ Multiplier: Rest period ☐ Multiplier: Entire shift

Cloping Pay: 25.00

Employee Approval Required: ☐

- 3 The *Effective Date* defaults to the current date. Choose another date if necessary.
- 4 Choose a *City* from the drop down menu.



Setup Alert: If a State makes a law that (in Enterprise Manager) is configured at the City level – i.e. Schedule Change Premiums – you will need to define these rules for each City that has active Locations within that State.

(Continued)

Labor Rules (Continued)

City Configuration > Details (Continued)

crunchtime ENTERPRISE MANAGER

Active: ☒ Effective Date: * 08/01/2023 Retrieve City: * Boston

Details Schedule Change Rules

City Wage Regulations

1 Minimum Wage: * 16.50

2 Tipped Minimum Wage: * 7.250

A Override default tipped minimum wage rates when weekly overtime is reached: ☒

B Hours <= weekly overtime: * 8.500

C Hours > weekly overtime: * 10.500

D Tip credit by shift: ☐

Cloping Rules

3 Consecutive Hours Rest across Calendar Days: 8.00

4 Clopening Pay Based On: ☒ Flat Fee ☐ Multiplier: Rest period ☐ Multiplier: Entire shift

Cloping Pay: 25.00

5 Employee Approval Required: ☐

City Wage Regulations

- 1 If the City has a different *Minimum Wage* than the State, enter it here.
- 2 Enter the *Tipped Minimum Wage*. (Fields A-D below are currently used only in Massachusetts.)
 - A If weekly overtime for tipped positions should be paid at a different rate, check the box to *Override default tipped minimum wage rates when weekly overtime is reached*. If so, then enter values for B & C below.
 - B For *Hours <= weekly overtime*, enter the override rate to be paid for “regular” tipped hours.
 - C For *Hours > weekly overtime*, enter the override rate to be paid for “overtime” tipped hours.
 - D If tip credits should be applied on a per-shift basis, check *Tip credit by shift*. If not checked, tip credits will be applied on a weekly basis.



Note: If *Tip credit by shift* is enabled, the Tip Pool Amount will not be included in the calculation for Tip Credit Allowance by Shift because we don't link the Tip Pool to the specific shifts. Therefore, if you wish to see the Tip Pool Amount in the Tip Credit, this setting should not be enabled.

Cloping Rules

- 3 Enter the number of *Consecutive Hours Rest across Calendar Days* that are required.
- 4 Choose whether the *Cloping Premium Based On* a ‘Flat Fee’ (amount to be paid as the premium) or a ‘Multiplier’ (see options below) **Note:** When ‘Multiplier’ is selected, the premium will be calculated using the multiplier minus 1, since the employee is already being paid for the hours worked.
 - *Multiplier: Rest Period* – Calculates the premium by applying the multiplier to the regular wages for the number of hours rest that were lost in the period between the closing and opening shifts. (If rule = ‘10’ hrs. but employee rest = 9 hours, premium is paid for 1 hr.)
 - *Multiplier: Entire Shift* – Calculates the premium by applying the multiplier to the regular wages for the entire “next day” shift.
- 5 Choose whether *Employee Approval Required* for Clopening shift changes that no longer provide the mandated amount of rest.

(Continued)

Labor Rules (Continued)

City Configuration > Details (Continued)

crunchtime ENTERPRISE MANAGER

Active: ☒ Effective Date: * 08/01/2023 City: * Boston

Details **Schedule Change Rules** **3**

City Wage Regulations

Minimum Wage: * 16.50

Tipped Minimum Wage: * 7.250

Override default tipped minimum wage rates when weekly overtime is reached: ☒

Hours <= weekly overtime: * 8.500

Hours > weekly overtime: * 10.500

Tip credit by shift: ☐

Clopening Rules

Consecutive Hours Rest across Calendar Days: 8.00

Clopening Pay Based On: ☒ Flat Fee ☐ Multiplier: Rest period ☐ Multiplier: Entire shift

Clopening Pay: 25.00

Employee Approval Required: ☐

Good Faith Estimates

1 Weekly Hours: ☒ Daily Hours: ☐ Day/Shift Count: ☐ Specific Shifts: ☐ Days Off: ☐

2 Weekly hours variance % no more than: 15.00

Good Faith Estimates

- 1 Check one or more of these boxes to indicate which type(s) of estimates should be available to define in Teamworx.
 - *Weekly Hours* – Allows managers to enter an estimate based on Weekly Total Hours. (If checked, 'Day/ Shift Count' can also be checked.)
 - *Daily Hours* – Allows managers to enter an estimate based on hourly value (in quarter hour increments) for any days within the week. (If checked, 'Weekly Hours' will be checked automatically and 'Day/Shift Count' cannot be checked.)
 - *Day Shift Count* – Allows managers to define the # of shifts (max of 2) for each day. (If checked, 'Weekly Hours' can also be checked but 'Daily Hours' and 'Specific Shifts' cannot be checked.)
 - *Specific Shifts* – Allows managers to enter specific In and Out times for employee shifts. (If checked, 'Weekly Hours' and 'Daily Hours' will be checked automatically.)
 - *Days Off* – Allows managers to flag specific days the employee will be off. (This can be checked with any of the above.)
- 2 *Weekly Hours variance % no more than ____* – The total number of an employee's weekly hours should not exceed the expected number of hours listed in the Good Faith Estimate/Regular schedule by more than this percentage.
- 3 If city has *Schedule Change Rules*, then select that tab.

(Continued)

Labor Rules (Continued)

City Configuration > Schedule Change Rules

crunchtime ENTERPRISE MANAGER

John

CrunchCafe

Labor Rules — City

Active: ☒ Effective Date: * 08/01/2023 Retrieve City: * Boston

Details Schedule Change Rules

Supplemental wage for schedule change premiums: 1 Sched. Change Days' Notice based on: ☒ Shift ☐ Schedule 3

Supplemental wage for variance between actual and schedule: 2 Act. to Sched. Employee Waiver Allowed: ☐ Employee Approval Required ☐ 5

4

Days' Notice <	Shift Length Hours >	Premium if hours not lost			Premium if hours lost		
		Type	Value	Minimum change minutes	Type	Value	Minimum change minutes
3.00	6.00	Flat fee	25.00	30.00	Hours	2.00	30.00

6 Save and Close Close

Page 1 of 1

Displaying 1 - 1 of 1

Labor Rules (Continued)

City Configuration > Schedule Change Rules (Continued)

Labor Rules — City

Active: ☒ Effective Date: * 08/01/2023 Retrieve City: * Boston

Details Schedule Change Rules

Supplemental wage for schedule change premiums: Sched. Change Days' Notice based on: ☒ Shift ☐ Schedule

Supplemental wage for variance between actual and schedule: Act. to Sched. Employee Waiver Allowed: ☐ Employee Approval Required: ☐

Premium if hours not lost			Premium if hours lost		
Type	Value	Minimum change minutes	Type	Value	Minimum change minutes
Flat fee	25.00	30.00	Hours	2.00	30.00

For Each Schedule Change Premium:

- 1 Click the + (Add) icon to add a Schedule Change Premium entry row.
- 2 Enter the number of *Days' Notice <* : The change will incur a penalty if made within this many days.
- 3 Enter the number of *Shift Length Hours >* : The shift must be longer than this to incur a penalty.
- 4 *Premium if hours not lost* – Choose the Premium Type and enter the value and minimum change minutes that will incur the penalty if hours **are not** lost.
 - *Type* – Select one of the following:
 - *Flat Fee* – The employee will be paid this set amount.
 - *Hours* – The employee will be paid for this number of hours, at either the Position Rate or Minimum Wage Rate, whichever is greater.
 - *Value* – Based on the “Type” selected, this is the amount or the number of hours to be paid if the schedule change **does not** reduce the employee’s weekly hours.
 - *Minimum change minutes* – Premium will be applied when the change exceeds this many minutes.
- 5 *Premium if hours lost* – Repeat the above with the following settings if hours **are** lost:
 - *Type* - Select one of the following:
 - *Flat Fee* – The employee will be paid this set amount.
 - *Hours* – The employee will be paid for this number of hours, at either the Position Rate or Minimum Wage Rate, whichever is greater.
 - *Multiplier* – The premium will be calculated as [Hours Lost x (Multiplier Value x greater of Position Rate or Minimum Wage Rate)].
 - *Maximum Hours Paid* – The premium will be paid based on the number of hours for the original scheduled shift or up to this many hours, whichever is less.
 - *Value* – Based on the “Type” selected, this is the amount or the number of hours to be paid, or the multiplier used if the schedule change **does** reduce the employee’s weekly hours.
 - *Minimum Change Minutes* – Premium will be applied when the change exceeds this many minutes.

Labor Rules (Continued)

Country Labor Rules

If a Country has different laws than the State or City, you can define these rules here.

Enterprise Manager > Labor: Labor Rules > Country

crunchtime ENTERPRISE MANAGER

Country State/Province City Union Audit

Effective Date: * 08/01/2023

Country Name	Minimum Wage	Tipped Minimum Wage	Part-Time Threshold	Weekly Average Hours Look-Back Period	Active
UNITED STATE	15.00	6.000	35	8	☒

Add a Country Labor Rule

- 1 Go to the *Country* tab.
- 2 The *Effective Date* defaults to the current date. Choose another date if necessary.
- 3 Click the + (Add) icon to add a Country Labor Rules entry.
- 4 Choose a *Country* from the drop down menu.
- 5 Enter the *Minimum Wage*.
- 6 Enter the *Tipped Minimum Wage*.
- 7 Enter the *Part-Time Threshold* – the number of hours up to which an employee is considered part-time.
- 8 Enter the *Weekly Average Hours Look-Back Period* – the number of weeks to look back to determine whether an employee should be considered part-time or full-time. The average number of hours worked over this time period will be compared to the Part-Time Threshold defined above.

(Continued)

Labor Rules (Continued)

Union Labor Rules

If a Union has labor rules that are specific to the organization, you can define them here.

Enterprise Manager > Labor: Labor Rules > Union

The screenshot shows the Crunchtime Enterprise Manager interface. The top navigation bar includes the logo, search, and user information. The left sidebar contains a menu with icons for various functions. A red box labeled '1' highlights the 'Labor' menu icon. A second red box labeled '2' highlights the 'Labor Rules' option within the Labor menu. A third red box labeled '3' highlights the 'Union' tab in the 'Today's Location Tasks' section. A fourth red box labeled '4' highlights a row in the 'Union' table, specifically the row for 'UHW' (United Hospitality Workers), indicating where to double-click to open a record.

Country	State/Province	City	Union	Audit
			UHW	United Hospitality Workers

- 1 In Enterprise Manager, open the *Labor* menu.
- 2 Choose *Labor Rules*.
- 3 Select the *Union* tab.
- 4 Open a *Union* record by double-clicking the appropriate row.



Note: The list of Unions must be set up in *Enterprise Manager > Labor menu > Unions*. One or more must be defined before you can create labor rules for them.

(Continued)

Labor Rules (Continued)

Union Configuration > Details

crunchtime ENTERPRISE MANAGER

Search, Grid, Help, JR John, CrunchCafe

Labor Rules — Union — United Hospitality Workers

Active: ☒ Effective Date: * 08/01/2023 Retrieve

Details | Meal Period Rules | Paid Break Rules | Overtime Rules

Union Wage Regulations

Minimum Wage: * 16.00

Tipped Minimum Wage: * 8.000

Reporting Pay Rules

Minimum Scheduled Hours:

Maximum % of Scheduled Shift Worked for Reporting Pay:

Minimum Reporting Pay Hours:

Maximum Reporting Pay Hours:

Minimum Paid Shift and Split Shift Rules

Minimum Paid Shift Hours:

Maximum Qualifying Wage for Minimum Paid Shift:

Maximum Elapsed Hours between Shifts:

Split Shift Differential Hours:

Split Shift Offset Base Wage:

1 The *Effective Date* defaults to the current date. Choose another date if necessary.



Note: The Labor Rules for Unions are basically the same as those for States/Provinces (minus the Minor Laws). For details on defining them, see the State/Province rules, starting on Page 3.

Labor Rules (Continued)

School District Labor Rules

Labor Rules can be created for School Districts with specific vacation dates to function as exceptions to the State/Province Minor Laws, which do not account for school vacations. School Districts can be associated with employee records, which would tie each "Minor" employee to a specific set of non-school vacation days. This will enable managers to publish schedules during periods when these employees are permitted to work earlier and for longer shifts on weekdays that would otherwise be considered school days.

Enterprise Manager > Labor: Labor Rules > School Districts

The screenshot shows the Crunchtime Enterprise Manager interface. The top navigation bar includes the Crunchtime logo, 'ENTERPRISE MANAGER', and user information. The 'School Districts' tab is selected in the top navigation bar. The main content area displays a form for adding a new school district. The form has a 'Name' field with the value 'Boston Public Schools' and an 'Active' checkbox. Below the 'Name' field is a 'Vacation dates' section with an 'Add New' button. The form also includes 'Save and Close' and 'Close' buttons at the bottom. Numbered callouts 1-4 indicate the steps: 1. Select the School Districts tab, 2. Click the Add icon, 3. Enter the School District Name, and 4. Click Add New under Vacation dates.

- 1 In the Labor Rules screen, select the *School Districts* tab.
- 2 Click the **+** (*Add*) icon to create rules for a district.
- 3 Enter the School District *Name*.
- 4 Under Vacation dates, click *Add New*.

(Continued)

Labor Rules (Continued)

School Districts > Add New

The screenshot shows the 'Add New School District' form in the Crunchtime Enterprise Manager. The form is titled 'School Districts' and includes the following fields and elements:

- Name:** A text input field containing 'Boston Public Schools'.
- Active:** A checkbox labeled 'Active' which is checked.
- Vacation dates:** A table with the following columns: 'Vacation name', 'Start', and 'End'. The first row contains 'Summer Break', '06/26/2026', and '09/08/2026'. A red box highlights the 'Vacation name' field (Step 5), the 'Start' and 'End' date fields (Step 6), and the '+' icon to the right of the row (Step 7).
- Buttons:** At the bottom of the form, there are two buttons: 'Save and Close' (highlighted with a red box and Step 8) and 'Close'.

- 5 Enter the *Vacation name*.
- 6 Enter *Start & End* date for the vacation.
- 7 To enter additional vacations, click the **+** (*Add*) icon to the right of the latest entry and repeat steps 5 & 6.
- 8 When finished, click *Save and Close* to save the entries for this school district.
9. To create vacations for more School Districts, repeat Steps 2-8.



Setup Alert: School Districts must be associated with applicable employees in Net-Chef in order for the vacations schedules to be applied.