

Mending Fences, LLC Recording Accurate Time Policy

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This timesheet policy aims to create a standard company-wide timesheet procedure for accurate payroll and recordkeeping. The timesheet policy will contain the scope of general information for employees and the complete guidelines to comply with. This timesheet policy is the basis for paying semi-monthly wages, including sick days. Moreover, this policy promotes efficient payroll processing and complies with federal, state, or local labor laws, including hour laws.

Mending Fences has the following objectives included in the timesheet policy

- Employee work hours (e.g., According to local school districts, employees will work 7 hours per day (unless otherwise stated and documented).
- Daily timekeeping responsibilities
 - Employees must perform their daily timekeeping responsibilities by clocking in and out daily on the school **Raptor System or school-generated platform.**
 - **Effective Monday, September 25th**, all employee work hours will be attached to the clock-in and clock-out Raptor System or school-generated platform in conjunction with HR.my.
 - Missed clock-in or clock-out must be reported to your lead behavior aide or supervisor to adjust hours for the day.
- **Work hour** - An hour in the employee's workday authorized by the supervisor.
- **Workday** - An entire workday consists of a predetermined number of hours within the company's operating hours.

Mending Fences will not tolerate frequent timesheet violations, and insubordinate employees will be subjected to the following:

- Correction of Time by Supervisors
- Verbal Warning
- Written Warning
- Written Reprimand
- Termination

Integrity ~ "The quality of being honest and having strong moral principles; moral uprightness."

Authorized Signature

Authorized Signature

Print Name and Title

Print Name and Title