

## Timesheet Policy and Procedures

**Payroll Frequency:** Weekly

**Payroll period:** Monday through Sunday

**Payday:** Tuesday (exception – If Tuesday is a holiday payroll will be processed on Wednesday)

**Regular Work Week:** Monday through Friday – (8 hrs/day, 40hrs/wk) In the case of non-exempt employees, all overtime must be pre-approved. Actual hours worked by non-exempt employees in excess of 40 hours per week is considered overtime and must be pre-approved by your supervisor. Non-exempt employees who work overtime without advance approval will be paid for the work, however they will be subject to discipline for failure to comply with this policy.

### Timekeeping (Preparation and Submittal of Time Sheets)

- All employees, regardless of exemption status, are required to submit weekly timesheets to Supervisors or Payroll Department by Monday at 8:00 AM each week.
- All time must be cost-coded by Site Supervisors and/or Project Managers.
- Employees must accurately record their time on Company timesheets. Employees must record the time they begin work, as well as any time in and out for meal periods and breaks. Employees must also record their time out at the end of their shift.
- In the case of exempt (salaried), employees must accurately record all hours worked.
- Exempt employees must accurately record any time spent “working from home” on their timesheets. Working from home must be pre-approved by a supervisor. Permission to work from home must be approved by the Company in writing. Such permission is discretionary and may be withdrawn at any time. Generally, the Company requires that employees report to and work in the office five (5) days each week. If you would like to request a reasonable accommodation, please contact Human Resources for more information.
- Paid holidays must be indicated on timesheets by entering the letter “H” on the “Holiday” line.
- Full-time hourly employees called to work on a paid holiday must enter their time in, time out and the number of hours worked on the “Holiday” line.
- Time should be recorded accurately and honestly. Employees who falsify a time record (their own or that of another employee), will be subject to discipline, up to and including termination of employment.

### Employee Classifications:

- Full-Time Employees – Employees who are regularly scheduled to work 40 hours per week (only for purposes of payroll administration).
- Part-Time Employees – Employees who are regularly scheduled to work fewer than 40 hours per week (only for purposes of payroll administration).
- Seasonal Employees – Employees who work for short periods of time, or on a “fill-in” basis and employees that do not work more than 120 days total (regardless of whether days are worked consecutively) during the calendar year.

### Work Schedules:

- Hourly Field Employees: Generally 6:45AM-3:35PM (Due to the changing needs of our customers, actual work schedules may vary from time to time). Employees will receive meal and additional breaks in compliance with applicable law.

- Hourly and Salaried Office, Professional and Management Staff: Work schedules vary. Please confirm your schedule with your supervisor and/or Management.
- Hourly Employees must receive prior authorization from their supervisor before performing any overtime work. Employees who work overtime without advance approval will be paid for the work, however they will be subject to discipline for failure to comply with this policy.
- As discussed above, exempt employees “working from home” must receive prior approval from their supervisor to work outside of the office.

**Meal Periods and Breaks:**

- Hourly Field Employees will receive a 20 minute unpaid break and a 30 minute unpaid lunch break, in compliance with applicable law.
- Hourly Office Employees are allowed a 30 minute unpaid lunch break between the hours of 12:00PM and 2:00PM on a staggered schedule. Lunch breaks cannot be taken at your desk.

\* RL Baxter Building Corp. reserves the right to change these benefits at their discretion, in compliance with applicable law.

\* Any employee who violates this policy is subject to disciplinary action, up to and including termination of employment.