

Tradewind Subs' Assignment Policies

Timekeeping, Timesheet Submission and Approval Policy

All non-exempt employees are required to use the designated timekeeping system to accurately record hours worked for payroll purposes.

- **Daily Recording and timesheet submission:** All Tradewind Subs are required to submit their timesheets **daily and no later than close of school on Friday for the current week**. This will enable accurate timesheet processing.
- **Clocking In/Out:** Employees must clock in at the start and clock out at the end of each work period, including confirming on each booking their allocated break entitlement.
- **Arrival Time:** Each accepted assignment will state your expected arrival time. Please note that clocking in before this scheduled time without authorization may result in disciplinary action.
- **Off-the-Clock Work:** Employees are not permitted to work off the clock. Any work performed before or after your scheduled shift **must be pre-approved in advance by your Tradewind Subs consultant** and if you accidentally perform off-the-clock work, please report this immediately.
- **Leaving Premises:** Time must be recorded if you leave the work premises for any reason other than approved Company business.
- **Certification:** Employees will be required to certify that their time entries are accurate on all submissions for payroll purposes.

Prohibited Actions:

- Asking another employee to record time on your behalf is not allowed.
- Altering or falsifying any time record is strictly prohibited and may result in disciplinary action, up to and including termination of employment..
- **Corrections:** Errors on your timecard should be reported to your Tradewind Subs Consultant immediately or directly to HR, if necessary;
hr@twsubs.com.

For additional details on breaks, please refer to the Meal and Rest Break Policy.