**Summer Program 2013 - Time Sheets & Spell Shifts**

Except for the before care team (Lance, Mark, Kelsey, Emily and Stephen), start times are as follows:

Mondays – 7:30am

Tues- Fri – 8:00am

**No one** is allowed to clock in before those times without written permission. If you need to come in early, see Rich Olon and have him initial the day(s) on your time sheet for which he has approved early arrival.

If you arrive after 8am, without your late arrival being approved in advance, go sit in your car. Your day now starts at the beginning of the next half hour (eg. 8:03am arrival – your new start time is 8:30am).

There are now 3 spell shifts instead of 4. This will eliminate the traffic in and out of the St. Jude room when we have guest speakers. The new shifts are:

Spell Shift 1 – 12:30-1:30

Spell Shift 2 – 1:30-2:00

Spell Shift 3 – 2:00-2:30

If you work spell shift 1 (12:30-1:30), your lunch shift immediately follows it – 1:30-2:00pm. This half hour is off the clock. Mark your lunch break on your time sheet as 1:30-2:00pm. Employees are free to leave the worksite during their lunch break.

If you are not working spell shift 1, your lunch shift is from 12:30-1:30pm. This hour is off the clock. Employees are free to leave the worksite during their lunch break.

Hours worked round up or down to the nearest 15 min.

If you work beyond 3pm, you must have a supervisor (Rich, Stephanie, Mary or Christian) initial your sign out time on your timesheet **on that day** in order for those hours to be counted. If you are working beyond 3pm for aftercare, you must have Cat initial your sign-out time for those hours to count. **Hours beyond 3pm that are not initialed, will not be paid!** If you want paid, have them initialed!

I have read, understand and agree with what is written above. I have also examined the attached example time sheet and will fill my time sheet out in such a manner on a daily basis.

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Printed Name Signature

Date: July \_\_\_\_\_, 2013