



Work Schedules

For scheduling please send an email no more than twice a week during normal business hours to crew@srprodsvc.com. This must include your full name, telephone number, and available dates. Please note that calls and texts are not acceptable.

For your information and convenience, work schedules are posted on our [online calendar](#). The username is "Srps2017" and the password is "2017Srps" (both are case sensitive). It is your responsibility to check your schedule daily to see if there have been any changes. All employees are expected to be at their assignments at the start of their scheduled shifts, ready to perform their work. As part of our responsibility to our clients and other employees, employees are expected to work as scheduled, to arrange their personal schedules to accommodate our established working hours, and to notify us as early as possible if they expect to be absent or tardy. It is vital for employees to check their calendar before agreeing to take any jobs in order to eliminate double booking. Unless it is not required by state or federal law, it is the employee's obligation to find a replacement for any jobs they cannot fulfill. The replacement must be an active employee who is already in the payroll system and be approved by a supervisor prior to the job.

Timekeeping Requirements

Accurately recording all of your time is required in order to be sure that you are paid for all hours worked as required by the wage and hour laws. Employees who work beyond their regularly scheduled work hours, including overtime or off-schedule hours, without prior authorization by their supervisor are subject to disciplinary action up to and including termination of employment.

Non-exempt/hourly employees are required to complete a time/call sheet and out each day according to the following guidelines:

- Sign in no more than seven (7) minutes before your scheduled time to report to work.
- Sign out when you go for your scheduled meal period.
- Sign in when you return to work after your scheduled meal period.
- Sign out no later than seven (7) minutes after the time you are scheduled to leave work at the end of the day.

Do not sign in until you are ready to report directly to your work area, and do not mark the time of another employee or knowingly allow someone else to mark your time. Your signature on the timecard indicates that the time recorded is accurate. It also confirms you have taken your lunch and breaks for each day worked in the pay period in accordance with Company policies. The site lead will sign and approve your timecard at the end of the day.

Payroll Inquiries

Please review your paycheck for errors. Send all payroll inquiries via email to hr@srprodsvc.com with your name, dates/times, and job location.

Personal Dress Code

Clothing should be neat, clean and tasteful. No clothing with offensive language or gestures is allowed. Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire.



Certain employees are required to wear the Company-provided t- shirt and must take care of their shirts and report any wear or damage to their supervisors. Supervisors will inform you of additional requirements regarding acceptable attire. Certain employees may be required to wear safety equipment or clothing. Any deviations from these guidelines must be approved by your supervisor.

Punctuality & Attendance

Due to the nature of our business punctuality and attendance are extremely important. You are expected to arrive on time to all scheduled shifts. Make sure to leave early enough to allow time for you to get to a job in the event there is traffic or other unforeseen circumstances. If you are late or unable to make a shift, you are required to send an email to crew@srprodsvc.com. If you are late on a four-hour mini, you will only be paid for the hours worked. If you are late to a shift, the site lead has the right to send you home without pay and you may be written up.

No Call / No Show Policy

- **Authorized No Call / No Show – Unforeseen Emergencies**
 - If an employee is a No Call / No Show for a shift and he/she would like the absence to be considered an unforeseen emergency, the employee has three calendar days following his/her return to work to provide his/her supervisor with additional information and/or documentation regarding the absence.
 - If the No Call / No Show is determined by management, in conjunction with human resources, to be an authorized absence due to an unforeseen emergency, the employee is allowed to use appropriate accrued leave, if available, for the absence.
 - Management may consider extenuating circumstances when determining discipline for a No Call / No Show (for instance, if the employee is in a serious accident and is hospitalized) and has the right to exercise discretion.
- **Unauthorized No Call / No Show**
 - If the No Call / No Show is determined to be an unauthorized No Call / No Show, the employee receives “no pay” for all time not worked.
 - Any unauthorized No Call / No Show results in the administration of corrective action or discipline as follows:
 - The first instance of a No Call / No Show will result in a final written warning.
 - The second separate offense a No Call / No Show may result in termination of employment with no additional disciplinary steps.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

Print Full Name

Date

Signature