

## **Bent Tree Association Swimming Pool**

**Strongsville, Ohio**

### **TIME CARD PREPERATION POLICY 2019**

- 1) Each lifeguard will prepare one (1) time card for each week that he/she is scheduled to work.
- 2) The work week will begin on each Monday, and will end on the following Sunday.
- 3) The time card will be prepared and filled out as follows:
  - a) NAME – legibly printed
    - i) First Name
    - ii) Last Name
  - b) “WEEK ENDING” – Refer to the master Calendar
    - i) Day
    - ii) Month:
- 4) TIME ENTRY – In Quarter Hours
  - a) First In/Out – Regular Time
    - i) In: Enter time started
    - ii) Out: Enter time stopped
  - b) Second In/Out – Overtime
    - i) In: Time Started overtime
    - ii) Out: Time Stopped overtime
- 5) Cards will be checked by the Pool Manager on Sunday evenings/Monday mornings.
- 6) The Manager will tally all regular and overtime hours, and log the hours with the payroll service.
- 7) The end of the pay period is highlighted on BLUE on the master calendar.
- 8) Any changes to the schedule must be requested as soon as possible after the current schedule is posted. See Substitute procedure.