



Policy Owners:	VP Human Capital and VP Finance & Accounting
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Approved By:	Policy & Ethics Committee

TIME REPORTING & OVERTIME POLICY

PURPOSE

ATC Management Inc. ('ATC' or the 'Company') requires all employees to perform time reporting in accordance with state and federal guidelines and ATC's accounting policies.

Employees must enter their time via ATC's time-reporting system. ATC utilizes work orders to assign costs to capital projects, business development or other specific initiatives to facilitate proper labor cost allocation among various customer groups and/or legal entities.

SCOPE

This policy applies to all ATC employees.

RESPONSIBILITIES

1. Non-exempt employees (overtime eligible)

Non-exempt employees, as defined by the Fair Labor Standards Act (FLSA), must report all hours to the nearest quarter hour increment (unless otherwise directed to comply with laws outside Wisconsin) in ATC's time-reporting system for time worked, including allocating time appropriately to project work orders and paid time off each pay period. This includes travel time that is from one business location to another and trips from home to a secondary/temporary work location. Non-exempt employees must submit their time by the established payroll deadline to certify that all time for the pay period has been accurately recorded.

Non-exempt employees will be paid time and a half for all hours worked in excess of forty (40) hours per calendar week. Paid holiday, sick/personal, or vacation time are considered hours worked and are considered part of the forty (40) hour work week. Employees are required to obtain supervisor approval prior to working overtime.

2. Exempt employees

Exempt employees should report all hours (increments less than a full hour are acceptable) in ATC's time-reporting system for time worked, including allocating time appropriately to project work orders and paid time off each pay period. This includes trips from one business location to another and trips from home to a secondary/temporary work location. Exempt employees should submit their time by the established payroll deadline to certify that all time for the pay period has been accurately recorded.

Exempt employees, as defined by the Fair Labor Standards Act (FLSA), are expected to work the hours necessary to fulfill their job responsibilities and are not eligible for overtime pay.

Exempt part-time employees must report all hours (increments less than a full hour are acceptable) in ATC's time-reporting system for time worked and will be compensated for work up to 80 hours in a pay period.

System Control Operators should refer to the SCO Payroll Practices document for specific time reporting instructions.

3. Supervisors

Supervisors should periodically review hours recorded by their direct reports, including both paid time off and time worked, for reasonableness based on their knowledge of employees' schedule and workload. Supervisors should communicate and enforce time-reporting expectations to new and active employees.

4. Project / Initiative Managers

Project / Initiative Managers should communicate applicable work order(s) to the participating team members for time spent in support of the project/initiative. The Project / Initiative Manager should periodically review activity charged to their work orders by functional area for reasonableness based on their knowledge of team participants and project scheduling.

REPORTING

It is the responsibility of all ATC employees to report any suspected violations of this policy, in accordance with ATC's [Open Door Policy](#).

EXCEPTIONS/VIOLATIONS

Exceptions to this policy require the approval of the Policy Owners listed above.

Employees who violate this policy are subject to disciplinary action, up to and including termination.