



JCS-Inc. Policies

## 8021.1 Recording of Hours Worked Policy

**Effective Date: September 8, 2017**

**Approved by: Board of Directors**

### **Policy:**

It is the policy to keep accurate records of the hours actually worked (including overtime hours where applicable) and of the taken and available accrued leave time, and to ensure pay in a timely manner.

Original Policy 02/27/01

Revised Policy 03/07/08

Revised Policy 09/08/17