

# MITECH UNIVERSITY

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## ATTENDANCE POLICY – ALL TEAM MEMBERS

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VERSION 1.00 – FEBRUARY 2018



# CONFIDENTIALITY STATEMENT

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# ATTENDANCE POLICY – ALL TEAM MEMBERS

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In order to provide the ultimate client experience to partners and customers we bring to the firm, it is extremely important for all team members to be present on time and prepared to work when scheduled. This policy focuses on said issue and provides guidelines for attendance and punctuality here at MITECH PARTNERS, LLC.

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## Time Off Requests

Due to the nature of our business, it is critical to have key personnel available always they are normally scheduled. Employees that are wanting to request time off – regardless of using available PTO hours or not, must do so at a minimum two (2) weeks in advance and be approved by Bill McCleskey or Doug Trovinger.

Requests that are asked of sooner than this prescribed time will be handled on a case-by-case basis. It is understood that there are NO GUARANTEES that these will be granted approval.

Time off taken without authorization will be documented and be counted against the attendance policy as noted in this policy. Excessive time off taken with or without authorization will lead to disciplinary action up to and including termination of employment.

## Tardiness Policy

Punctuality is one of the cornerstones of our business and as business needs grow, having staff available to meet our client's needs become more paramount.

Team members are required to contact Bill McCleskey via his cellular telephone at (615) 934-9303 as soon as they are aware they will not be able to make their scheduled shift start time. In addition to that, they will need to provide sufficient reasoning as to why they are running late and an estimated time of arrival to the office/client site.

Failure to notify one's supervisor or Bill McCleskey will be documented as an unexcused absence. Tardiness between one (1) and four (4) hours will be considered an unexcused absence without prior approval. Tardiness in excess of four (4) hours or more will be considered a 'No Call / No Show' without sufficient documentation or approved reasoning.

## Call-Out Policy

It is the policy of the company that all associates must contact Bill McCleskey via his cellular telephone at (615) 934-9303 no less than two (2) hours to the start of your schedule shift if a team member needs to call out. This is to ensure sufficient time to cover technician installs and other critical business meetings, gatherings, and contractual agreements.

Excused absences will be granted for the following situations as permitted by local, state, and federal law:

- ◆ Approved paid time off (PTO) requests granted by leadership
- ◆ Approved unpaid time off (UTO) requests granted by leadership
- ◆ Illness with documentation from one's family doctor, physician, or other medical entity if requested
- ◆ Jury Duty with documentation provided within three (3) business days of receipt in mail
- ◆ Election Day voting
- ◆ Military duties & exercises
- ◆ Other situations deemed appropriate and warranted as an excused absence.

Unexcused absences are documented as such for the following situations:

- ◆ Call-Outs less than two (2) hours before one's shift time starts
- ◆ Leaving the office early without approval from leadership (less than four (4) hours; 'No Call / No Show for more than four (4) hours)
- ◆ Tardiness in excess of one (1) hour after the start of one's shift

All absences are cumulative for a rolling 90-day calendar period. In the event of excessive absenteeism or during one's probationary period (90 days), the disciplinary policy may be accelerated at leadership's discretion.

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## Attendance Point System

The following below is descriptive of the MITECH PARTNER, LLC's Attendance Point System. Note that points are cumulative up to an including 90 calendar days from the first infraction. Once the 91<sup>st</sup> day have commenced, points accumulated for **TARDINESS AND UNEXCUSED ABSENCES ONLY** will 'roll off' and be removed from one's point total (if applicable). No Call / No Shows will remain on one's personnel file for six (6) months from the time the initial infraction occurred.

Infraction	Point Total Probationary Period	Point Total Standard
Excused Absences & Approved Time Off (PTO/UTO)	0	0
Tardiness (Arrive Late or Leave Early Without Approval)	2	1
Excessive Tardiness // Unexcused Absence	4	2
No Call / No Show	6	4

Disciplinary Track Attendance Infractions	Point Total Probationary Period (0 – 90 Days)	Point Total Standard ( > 91 days)
Verbal Warning	1	2
Written Warning	2	4
Final Written Warning	4	6
Termination of Employment	6	8

Important notes regarding attendance policy:

- ◆ Pursuant to the decision of leadership, points accrued in the first 90 days of employment may be accelerated beyond what is mentioned in this policy if sufficient evidence is warranted for that to occur.
- ◆ In the event a field technician does not show up to a client’s task without sufficient reasoning, documentation, or notice on time **will automatically escalate** to a Final Written Warning on the first offense and will be relieved of their duties on the second occurrence in a six (6) month period. Additionally, three (3) occurrences within a calendar year dating back to the first offense will lead to immediate termination of one’s employment.

### Questions or Further Assistance

If you have questions or need further assistance with this procedure, please reach out and contact Bill McCleskey or the Doctor of Operations, Doug Trovinger, at [doug@mitechopportunity.com](mailto:doug@mitechopportunity.com).



# Agreement of Understanding & Receipt

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By signing below, I certify and agree to the terms and conditions that are set forth in the Attendance Policy; will abide to any and all policies provided and said agreement will remain in effect and in full force once signed. Additionally, I agree that in the event of a change in policy, I will adhere to said changes as previous policies and procedures that were set forth prior to any change(s) will be null and void. This document confirmation will remain in effect for the duration of one's employment and will be placed in one's personnel file.

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EMPLOYEE SIGNATURE

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EMPLOYEE NAME (PRINT LEGIBLY)

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DATE