1. **WEEKLY TIME SHEET:**

Each employee is responsible for accurately filling out a weekly time sheet on a daily basis. Each employee is responsible for reporting hours and work order numbers accurately. Falsification of information on a time sheet will subject an employee to disciplinary action up to and including termination of employment.

You are expected to work efficiently, do the job right the first time, and spend the least amount of time on the job or work assignment. Do not waste time or materials on any job.