



**2.8. Time Reporting.** Maintaining accurate time records is essential in computing employee pay and benefits, ensuring compliance with laws and regulations, and providing accurate cost information for the company.

**2.8.1.** Each employee is responsible for following the procedure for recording their time as required.

**2.8.2.** Employees working lifeguarding shifts or swim instructor shifts must use the appropriate code to record each activity accurately. Purposefully recording activity inaccurately may be cause for disciplinary action up to and including termination.

**2.8.3.** Supervisors are responsible for reviewing the time records for accuracy.

**2.8.4.** Falsification of time records is grounds for disciplinary action, up to and including possible termination.

