Work Hours

It is the responsibility of each Cleaning Specialist to maximize one's daily productivity and represent the interests of EPIC Property Management regarding our responsibilities to Property Owners and Tenants. It is therefore the responsibility of each Cleaning Specialist to efficiently engage in Revenue Generating Activities (RGA's) in a manner that is measurable, and which can be clearly communicated to Property Owners and Customers.

The hours that each Cleaning Specialist works is closely tied to the manner and efficiency upon which tasks are performed and monitored to successful completion. Thus, the hours worked by a Cleaning Specialist should closely mirror the EPIC Property Management's Hours of Operation whenever possible.

Scheduling: It is the responsibility of EPIC Property Management to account for the activities and whereabouts of all employees when they are on the clock.

Hours of Operation for EPIC Property Management is Monday through Friday, from 9:00AM until 5:00PM.

- While a Cleaning Specialist's hours may vary, all Cleaning Specialists must have the availability to work 9:00AM to 3:00PM and hours will vary depending on the workload. We may need to work later to make sure cleaning tasks are completed according to timelines.

- Scheduling of tasks to be performed at an unoccupied unit/property should be scheduled for completion during **Regular Hours of Operation** unless otherwise approved by the Cleaning Manager**.**

- When a Cleaning Specialist works outside of regular Hours of Operation, there must be an authorized Manager who is aware of the deviation and is available as the Cleaning Specialist's point of contact and to provide administrative support.

Work outside of Regular Hours of Operation may be approved when:

- Approval to modify work hours has been requested by the Cleaning Specialist and the approval is documented by the Cleaning Manager in writing.

Workloads are high and work outside of regular hours of operation is necessary for timely completion of required tasks.