

Magee Holdings, LLC

301 Payroll and Timekeeping

Effective Date: December 30, 2019

It is the policy of the Company to maintain the integrity of payroll records, to ensure that employees are properly compensated for all working time, and to ensure that employees are not inadvertently compensated for non-working time. To achieve these objectives, the Company will comply with all federal and state regulations regarding pay and overtime pay.

All employees are paid on a bi-weekly basis with the actual pay date falling on the **Wednesday** following the end of the pay period. If a regular scheduled payday falls on an observed holiday, employees will be paid on the last working day preceding or the next working day following the holiday. All direct deposit payroll check stubs will be available in the electronic timekeeping program not later than the **Wednesday** following the end of the pay period. Local, state, federal, and social security taxes will be deducted automatically. No other deductions will be made unless required or allowed by law, contract, or employee obligation. Employees may elect to have additional voluntary deductions taken from their pay only if approved by the Company and authorized by the employee. The Company may offset amounts owed to the employee because of a loan or other employee obligation to the Company.

Direct Deposit is mandatory for all employees. All employees must fill out a direct deposit authorization at time of hire authorizing the Company to initiate credit entries and, if necessary, debit entries and adjustments for any credit entries in errors to employee's bank account at the Company's financial institution. It is the employee's responsibility to inform the Company of any changes in bank account or financial institution by completing a new direct deposit authorization.

Accurately recording time worked is the responsibility of every employee. Time worked is the actual time spent on the job performing assigned duties. Time recorded in the electronic timekeeping program is the Company's official, legal record of time worked for both salary and hourly employees. Time not recorded timely may result in delay of payment of the employee's wages or salary.

The following are Company guidelines for the completion and submittal of electronic timecards:

- All employees must record their own time worked using the electronic timekeeping program.
- Each employee must punch in when the Workday begins, punch out for the Lunch Period (regardless of whether lunch is taken inside or outside the office), punch in when the Lunch Period ends, and punch out when the Workday ends.
- Any employee who must stop working to take care of **personal business** must punch out.
- In the event an employee neglected to punch in or out, the manager will need to correct and approve any changes to the electronic timecard.
- In the event a manager neglects to punch in or out, the accurate time must be approved and corrected by the Supervisor.
- If an employee is absent during the Workday, the reason (e.g. paid time off, sick leave, or absent without pay) must be recorded in the electronic timekeeping program.

Magee Holdings, LLC

301 Payroll and Timekeeping Continued

Effective Date: December 30, 2019

- Every Monday not later than 9:00 AM, all Managers must approve the timecard for each member of their staff in the Time & Attendance section of the electronic timekeeping program.

Altering, falsifying, tampering with electronic timekeeping records, or recording time for another employee may result in disciplinary action, up to and including termination of employment.

Magee Holdings, LLC

302 Work Schedules

Effective Date: December 30, 2019

The Workday

The Company's Workday is 8:00 AM to 5:00 PM Monday through Friday.

Employee attendance and reliability are critical to the Company's successful operation. All employees are required to work the hours for which they are scheduled. Employees must begin work every day on time in accordance with their respective schedules and job duties. Unauthorized absences, tardiness and early departures are grounds for disciplinary action up to and including separation from employment. It is each Manager's responsibility to monitor the work schedule of each member of his/her staff and to ensure that those employees adhere to the Company's required work schedule.

Every employee's Workday is 8:00 AM to 5:00 PM Monday through Friday, less one (1) hour for the Lunch Period. Any variance from the regular Workday must be approved by a Manager or Supervisor.

Lunch Period

All employees are entitled to a one (1) hour unpaid Lunch Period each day between the hours of 11:00 AM and 2:30 PM. Any variance from the 11:00 AM to 2:30 PM time period must be approved by the Manager. Managers will assign specified Lunch Periods at intervals in order to accommodate the needs of our customers and employees.

All hourly employees are expected to punch out and to not perform job duties during the regularly scheduled one (1) hour Lunch Period, and under no circumstances shall the one (1) hour Lunch Period be less than thirty (30) minutes.

If any employee fails to record a Lunch Period, one (1) hour of Lunch Period will be deducted from that employee's recorded time worked on that day.

Overtime

The normal workweek is forty (40) hours, consisting of 8:00 AM to 5:00 PM Monday to Friday, less one (1) hour daily for the Lunch Period. Hourly employees should not punch in or begin working prior to 7:30 AM or after 5:30 PM, except in limited circumstances where workload requires it and the Manager or Supervisor approves it.

If it appears that more than one (1) hour of overtime will be required to complete the day's work, the Manager or Supervisor must approve it. Hourly employees are not eligible for overtime until they have worked forty (40) hours. Only time spent working counts towards hours worked. Thus, paid time off (PTO), sick leave, or holiday time will not be used in calculating overtime in a workweek.

Magee Holdings, LLC

302 Work Schedules Continued

Effective Date: December 30, 2019

One-Hour Rule

The One-Hour Rule applies only to salaried employees and it is a privilege – to be used sparingly -- affording the salaried employee up to one (1) hour to conduct personal business during the Workday. It is each Manager and Supervisor's responsibility to monitor use of the One-Hour Rule and to ensure that the privilege is not abused.

The One-Hour Rule may be invoked on those infrequent occasions when it is necessary to be away from the office during the Workday, but only when the employee has recorded at least forty-one (41) hours of work for the week in which the Rule is invoked. The Rule may be invoked regardless of whether PTO or Sick Leave is included in the forty-one (41) hour total for that week. The Rule is not to be used to account for an employee arriving to work a few minutes late or returning from lunch a few minutes beyond the scheduled Lunch Period. Preventing that type of tardiness is the responsibility of the Manager.

The One-Hour Rule accounts for time up to one (1) hour. For example, if an employee must end the Workday early at 4:00 PM or any other time between 4:00-5:00 PM for personal business, the One-Hour Rule may be used to account for the remainder of the Workday. However, if the employee must end the Workday early at 3:45 PM or any similar time prior to 4:00 PM, the One-Hour Rule may be used to account for the one (1) hour between 4:00-5:00 PM, but either PTO or Sick Leave must be used to account for any other time that the employee is not working during the Workday. Any time not working that exceeds the one (1) hour privilege must be recorded in hourly increments as PTO or Sick Leave. Note, however, that the One-Hour Rule is not intended to be used merely to increase what otherwise would have been PTO or Sick Leave. For example, if an employee plans to take PTO for a long weekend by ending the work week on Thursday, it would be inappropriate to record 7 hours of PTO and the One-Hour Rule for the Friday Workday. Similarly, it would not be appropriate for an employee to plan to take off for the afternoon and to record three (3) hours of PTO and the One-Hour Rule. Use of the One-Hour Rule in such a manner will be considered abusive and thereby subject to revocation.

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303 Salary Administration

Effective Date: January 1, 2020

The Company's salary administration program was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to equal employment opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, the Company is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including but not limited to the financial condition and competitive position of the Company, job analysis and evaluation, the essential duties and responsibilities of the jobs, and the comparative pay practices of other employers. The Company periodically reviews its salary administration program and restructures it as necessary. Merit-based pay adjustments may be awarded in conjunction with superior employee performance documented by the performance evaluation process.

Employees should bring their pay-related questions or concerns to the attention of their Supervisor.

The President is also available to answer specific questions about the salary administration program.

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304 Administrative Pay Corrections

Effective Date: January 1, 2020

It is the Company's policy to accurately compensate employees and to do so in good faith compliance with all applicable state and federal laws, including the Fair Labor Standards Act (FLSA). However, inadvertent mistakes may occur. Employees are encouraged to review your pay stub to ensure accuracy of hours worked and benefit deductions.

If you believe a mistake exists or you have any questions regarding your pay, please immediately report the matter to your Manager. If your Manager is unavailable or if you believe it would be inappropriate to contact that person, you should immediately contact your Supervisor. Every report will be investigated and mistakes will be promptly corrected.

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305 Unpaid Leave

Effective Date: July 22, 2021

All full-time employees are provided with a benefits package with a wide variety of paid leave, including but not limited to PTO*, Sick Leave*, Holidays, Bereavement, and Baby Days. The Company discourages employees from requesting Unpaid Leave* and Unpaid Leave shall not be approved if the employee has any paid leave available. If an employee has exhausted paid leave but needs to take Unpaid Leave, such request must be made in advance and the reason for the leave must be notated in the timekeeping system. If the reason for the Unpaid Leave is an unforeseen emergency or illness, such leave may be approved by the employee's Supervisor. If the reason for the Unpaid Leave is anything other than an unforeseen emergency or illness, the leave may be denied by the employee's Supervisor or, even if approved, taking of the Unpaid Leave may negatively impact the employee's performance evaluation. Only a Supervisor may approve Unpaid Leave. If Unpaid Leave is taken, it is not permissible to work extra hours outside of the normal Work Day, to shorten the Lunch Period or any other break, or to change the normal work schedule in any way in substitution of the unpaid time.