

OVERTIME PROCEDURE:

Overtime may be extended to the team in the event of extreme business, where it would be beneficial to the company to have extra work done outside of normal business hours. This is usually announced on a Thursday or Friday. The Sniffrr would be expected to work overtime after business hours on a Friday, or on Saturday or Sunday. Typically, no more than six reports can be done in this three-day period, to ensure a thorough report.

The procedure is as follows:

Your manager will assign you NEW* reports in your queue for overtime. You will work on these reports completely outside of normal business hours. After you are finished with the report, you will move the Airtable file into your manager's name with the word "overtime" in the side notes field.

*Overtime does not count on Scan Nows, Updates, or files in your queue that have been partially worked. Please ONLY work on brand new, complete social media reports.

Sniffrrs will be compensated \$100 per completed, thorough social media report.

Please note:

If a report appears to be excessively large, do not work on that report outside of business hours, and let your manager know.

If a report is turned in that is excessively sloppy and/or incomplete, it is the manager's discretion as to whether the Sniffrr would receive full compensation for the report.