WORK ORDER SUBMITTAL POLICY

[Organization Name] relies on its employees to accurately process and complete their work orders. These work orders are critical in ensuring the smooth operation of the company and ensuring that employees are appropriately compensated as per the regulations outlined in Ontario’s Employment Standards Act and employee contracts.

This policy is intended to outline the required actions to be taken by employees for work orders. Employees will be held accountable for adhering to the procedures below and failure to do so may result in disciplinary action, including verbal and written warnings.

POLICY

Procedures for Work Orders

In general, work orders must be:

* Complete
* Accurate
* Contain the details of the service provided

They must:

* Identify the task
* Identify who is the recipient of the work order
* Identify who will complete the work
* Identify the materials required to complete it
* Estimate the time required
* Be completed with the actual number of hours used to complete the work order
* Be closed off when the work order is completed
* Be submitted to (Insert Person) to ensure that the hours are appropriately compensated

Two-Week Window

Employees will be provided with a two week grace period to close their work orders. Without the information outlining how many hours were used to complete a work order, an assumption of minimum wage per hour x the employee’s weekly hours for that two week period will be compensated, in accordance with Ontario’s *Employment Standards Act, 2000*.

Once an employee closes the work order, they will then be paid the balance of what they are owed for their wages (the difference between the minimum wage and the actual hours worked).

To ensure that employees are appropriately compensated in the first place, employees are strongly encouraged to submit their work orders as soon as they have completed them.

[Organization Name] will retain records of all work orders submitted and the amounts that employees were compensated for their work hours.

For any questions regarding this policy, employees are invited to contact (Insert Person).