

Hours of Work

This Policy applies to all staff at Prodigy Ventures and its subsidiaries.

Operating Hours

Prodigy operates Monday through Friday from 8:30am to 4:30pm EST. Staff schedules may vary depending on client requirements, project requirements, or deadlines.

Staff members who are working “onsite” for one of Prodigy’s clients may be subject to a workday of either **7.5** or **8** hours per day. You will be notified of client requirements prior to joining the client project team. Please note, client hours of work may change as your contract is renewed and requirements are updated.

Staff members who are not working directly with a client are subject to our standard operating hours; Monday through Friday from 8:30am to 4:30pm, but there is flexibility in the start and end time each day, subject to your manager’s approval. Each manager is responsible for their teams work schedules to ensure operational needs are met.

Overtime Hours

All overtime hours at Prodigy must be **pre-approved** in writing by your Manager, Project Manager and/or client. This is especially critical for any staff member working for a client as the client must approve all overtime hours worked.

If overtime hours are requested from you by one of our clients, please forward this request over to Human Resources so that we are aware and can make our Payroll team aware, as well.

Salaried employees are not subject to any overtime pay. Independent Contractors with approved overtime hours will be paid at their regular hourly wage.