

## MLA Paycheck Hours

### Paid Hours

You will be paid based on the time recorded in our online training/scoring platform, MTScore, for time spent on the following paid pages:

1. Training Materials (during training)
2. Scoring
3. Scoring Materials, as a quick reference during scoring
4. Reading or writing an MTScore Message (internal email)
5. MTScore Online Break Room (for a 10-minute paid break during a shift of at least 4 hours)

**You are not paid for time spent on menus, lists, the MTScore homepage, and any other pages where there is no work to do.**

When ending a shift of training or scoring, do **not** just close your browser. **Log off of MTScore first.**

Please watch/track your hours to **avoid** working over 40 hours per week (Sunday—Saturday). Check your paid time for the previous day by viewing the MTScore homepage briefly the next day, after 8 am. (Total MTScore paid time is **not** calculated and displayed in real-time during the current day.)

**Deliberate misuse of MTScore is considered time fraud, and is cause for immediate dismissal.**

**Do not train or work “off the clock.” You cannot choose to train or work “on your own time,” unpaid.**

### Paid Training

**Your cursor must be in the online Training Manual in MTScore to properly record your training time. Do NOT keep your cursor in a Training Manual downloaded to your computer.**

**You do not have unlimited hours or days to train.** MLA training is expected to take 8–10 hours total, including passing end of training qualification tests. Complete training within a few days of starting it.

You may train on a different schedule in order to **complete training sooner**. But rules still apply:

- 2-hour minimum shift, unless you are finishing an end of training test (**no training for a few minutes or an hour at a time**)
- 30 minute off the clock meal break required during a day of 7.5 hours or more
- Avoid gaps of more than 2–3 days between training sessions

**I have read and understood these policies and procedures. I understand that they apply to my remote seasonal employment with MetriTech.**

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Printed Name

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Signature

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Date