

3. Work Guidelines

- A. Your workday ~~is an 8½ hour day,~~ begins at 7:30 am ends at 4:00 pm. Your work day includes a 1 hour break time for lunch.
- B. The boat, which will transport you to LSJ, will leave American Yacht Harbor at 7:00 am exactly. Please be on board by that time, if you miss the boat you will be marked absent from work, with no pay.
- C. You must carry your Social Security Card **and either** you're United States Passport **or** your Green Card with you at all times while you travel to and from LSJ.  
The boat captain or a member of his staff will require you to show these documents before you will be allowed to board the boat to LSJ.  
**If you do not have the documents you will not be permitted to board and the boat will leave without you. If that happens you will be marked absent from work, with no pay.**
- D. The boat will arrive at LSJ at or before 7:20 ■■■ and work will begin no later than 7:30 ■■■. If for some reason the boat arrives after 7:30 ■■■, work will begin 5 minutes after you reach the island.
- E. ~~Your 8½ hour workday, includes a 1 hour break time for lunch. You will not be paid for time spent traveling to LSJ on the boat.~~
- F. You will not be permitted to do your personal laundry on the island.

4. Your work week will be for a minimum of 5 consecutive days, but may be as long as 7 consecutive days, depending on the arrival and departure schedules of guests on the Island. Because such schedules are not always predictable, you should be prepared to work an extended work day or up to a 7-day week on little or no notice. You will be compensated for such extended work days or work weeks in accordance with the Company's overtime policies in effect at that time.

The current overtime policy, which is subject to change at the discretion of the Island's managers, is as follows:

- You will be paid at 1.5 times your hourly rate for any work in excess of 8.5 hours in any given work day; or
- If the number of hours you work in any given work week exceeds ~~42.540~~ hours, you will be paid at 1.5 times your hourly rate for any work in excess of ~~42.540~~ hours in any given work week.
- Please remember that overtime pay rates are not based on the day of the week that you work, but are based only on the number of hours worked per day or the number of hours worked per week.

- There will not be any special overtime pay for weekends, except for weekend work in excess of 8.50 hours in a given work day or in excess of 42.540 hours in a given work week.