

## Policies and Procedures (MLA Remote Scoring)

### Location and Security

You must work (train and score) from home.

**No working outside of the state in which you reside.** No exceptions.

**No working in a public place.** Working in coffee shops, restaurants, libraries, parking lots, parks, etc. is not allowed.

**No use of public networks/Wi-Fi.** Networks/Wi-Fi at coffee shops, restaurants, libraries, etc. cannot be used. (The University of Illinois Wi-Fi is acceptable.)

**The recommended environment** is private and free of distractions, away from where other people can walk by and see your monitor/screen.

### Computer/Internet Requirements

**Internet connectivity:** DSL, cable, satellite, etc. with a minimum download speed of 2Mbps and upload speed of 768K. No dialup.

**Devices:** You must use your own desktop computer, laptop, or Chromebook. **No phones, iPads, tablets, or tablets that convert to a laptop. No using public computers** (e.g., library).

**Operating system:** PC—Windows 7, 10, or 11. Mac—Latest OS. Chromebook—Chromebook OS 37 or newer.

**Browser:** The latest version of Google Chrome is the recommended browser. The latest versions of Mozilla Firefox and Microsoft Edge are fine. **Safari is not supported.** Do not use it.

**Screen resolution:** Ideal is 1920 x 1080. The supported minimum is 1280 x 1024. Screens of 10 inch diagonal or less should not be used. Monitors of 21 inch or greater diagonal will provide the best viewing and least amount of scrolling.

### Respect and Courtesy

The environment and atmosphere at MetriTech, both on-site and online, is comfortable, but always professional. Respect and courtesy are required at all levels. Please respect and follow all instructions from Human Resources staff and all members of the scoring management team.

### Scoring Accuracy

**Scorers must pass end of training tests in order to qualify for live scoring.** In addition, accuracy of live scoring is monitored daily and must be maintained in order to continue to work the project.

### Communication

Email Human Resources (HR) at [hr@metritech.com](mailto:hr@metritech.com) with questions or issues regarding your schedule, **scheduled shifts you cannot work**, paychecks, or other general information about working for MetriTech. **Questions about training or live scoring** should be directed to trainers and master scorers once you start training/scoring.

### Your Schedule

Work the exact days/shifts you committed to when you accepted the job offer. Minimum shift = 3 hours. **Training or working a few minutes or an hour here and there throughout the day is not allowed.** 100% focus and concentration are required. **Do not work over 10 hours in one day. Do not work over 40 hours per week** (Sunday–Saturday). Email schedule change requests to HR.

### Absences

**Email Human Resources ASAP** when you cannot work a scheduled shift. Explain how you will make up the hours, if possible. **Missing scheduled shifts without notifying HR can be considered job abandonment (the end of your employment).** Please find a way to contact HR as soon as possible about any and all absences!

### Paid Breaks

Company policy provides for one paid 10-minute break when you work a 4-hour shift, to be taken approximately in the middle of the shift. To take your paid break, **go to the MTScore Online Break Room and keep your cursor there.** Do not open another browser tab or window or do anything else with your computer for that 10 minutes.

**Meal Breaks**

When working 7.5 hours or more in one day, per IL state law and company policy, you must include an off-the-clock meal break of at least 30 minutes in your schedule. It must start no later than the end of hour 5 of work. **Log off of MTScore** for this unpaid meal break.

**Payday**

The work week is Sunday–Saturday. Each pay period is two weeks. The Friday after a pay period ends is the pay date for the hours you worked in the previous two weeks. **12/1–12/14 is a pay period, with a pay date of 12/20/24** Subsequent pay periods and pay dates follow that pattern. **MetriTech strongly encourages employees to participate in Direct Deposit.** Returning scorers who have been paid by Direct Deposit in 2023 or 2024 will continue with your **same banking information and email address.** Please contact HR if you need to update any information. New scorers will receive Direct Deposit enrollment instructions via email **after your new employee paperwork is complete.** If you do not enroll in Direct Deposit, you’ll receive a printed paycheck, which will be placed in the mail on the pay date. Please email HR with any questions about Direct Deposit or other pay procedures.

**End of Employment**

MetriTech subscribes to the policy of “employment at will.” Inasmuch as an employee can terminate his or her employment with the company at any time and for any reason, MetriTech can terminate an employee’s employment at any time and for any reason. Although it is not usually possible to exactly predict each employee’s last day of work, the management staff tries to provide some notice, if possible.

**Please email Human Resources ASAP if you need to resign.** Note that W-2’s, postmarked via U.S. Mail by January 31, will be sent to the mailing address we have on file for you. Please email HR if your address changes before then.

**Harassment Prohibited**

It is the policy of MetriTech to prohibit harassment in the work environment. Harassment is a violation of the law and will not be tolerated. Employees found to be in violation of this policy will be subject to discipline, up to and including termination of employment. Any form of discrimination or conduct which can be considered harassing, coercive or disruptive, or which creates a hostile or offensive environment, will not be tolerated. Instances of harassment will be investigated in a prompt and effective manner. (For more information, see State of Illinois Sexual Harassment Prevention Training.)

**Drug-Free Workplace**

MetriTech will not allow the manufacture, distribution, dispensing, possession, or use of controlled substances in the work environment. Any such intentional drug-related activity is considered to be a major violation of company policy and will be dealt with accordingly. As a condition of employment, all employees will abide by the terms of this policy and will notify MetriTech of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

**DISCLAIMER and ACKNOWLEDGEMENT**

I understand that materials and information provided in the job offer, during and after hiring, in training, and during the project are not intended to be a contract, either express or implied. They are not a guarantee of continued or future employment.

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

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**