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9/95

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**Subject: PERSONNEL POLICY #6
WAGE AND SALARY ADMINISTRATION**

Regularly Scheduled Hours

The agency assigns each employee regularly scheduled hours as a result of budgeted, billable service hours for each workweek. These hours do not exceed 40 in one workweek. The agency assigns sick leave and calculates employees' benefits allowance and weekly disability income benefits based on their regularly scheduled hours. When the regularly scheduled hours for employees change, the agency expects the supervisor to complete and submit a personnel action form to human resources on or before the effective date.

Workweek

The agency's workweek begins at 12:01am on Sunday and ends at 12:00am on the following Saturday.

Direct Deposit

The agency requires employees to have and maintain a checking, savings or credit union account and to provide proof of such into which the agency can deposit their paycheck. The agency expects employees to notify human resources or payroll when they change banking institutions or close an account into which the agency is making deposits. Employees receive mileage and reimbursements in the form of a "live" check. The agency may withhold direct deposit of a terminated employee's last check and opt to issue a "live" check upon the return of agency property.

Pay Period

The agency's pay period is in two-week increments and employees receive statements of their direct deposits on the Friday following the pay period end, usually at their assigned work location. The agency will not issue this statement to anyone other than the employee without previous authorization and supervisors will request the receiver's ID at the time of pick up.

Payday

The agency's payday is every other ^{Wednesday} ~~Friday~~ and each employee's banking institution establishes direct deposit funds availability. Employees may pick up earning statements and "live" reimbursement checks at their program on Friday.

Payroll Deductions

The agency withholds deductions for federal, state and local income tax from each payroll according to employees' withholding selections. The agency withholds deductions for health insurance and other benefit selections as elected by employees.

Wage Garnishment

The agency considers garnishments, a court order to pay employee debts through the court before issuing paychecks, as an inconvenience. The agency encourages employees to conduct financial affairs responsibly. The agency will exercise its right to charge a service fee in the amount of 1% of each deduction to cover administration costs.

Overtime

The agency prefers to seek an alternative to employees working overtime, which is any actual hours worked that exceeds 40 in a workweek, in the interest of employees' health and safety and agency expense. However, program administrators or program directors may approve or require employees to work overtime, with or without advance notice. The agency complies with the Fair Labor Standards Act and compensates non-exempt employees by paying an overtime rate of time and one half of the employees' base rates for all hours worked over 40 in one workweek. However, paid time not actually worked is not included in overtime calculation. Exempt employees do not receive overtime compensation, in accordance with the Fair Labor Standards Act.

Timekeeping

Reporting

The agency expects non-exempt employees to record their time on ^{Computer} ~~a time sheet~~ for each workweek, including the exact start time, the exact end time, the appropriate department and all other appropriate notations. The agency expects exempt employees to record their time deployment on a time sheet for each workweek to account for department and paid time off allocations. The agency requires all employees to sign their time sheets prior to submitting them to their supervisors for verification.

The agency holds employees accountable for submitting their time sheets to their supervisors after completing their last shift of the pay period. If employees fail to submit their timesheets for the pay period, the agency expects supervisors to make diligent attempts to acquire it. If supervisors cannot acquire it, the employee will receive compensation for the time at the end of the following pay period, providing that they submit the time sheet.

Verification and Submission

The agency expects supervisors to collect and verify employee timesheets **weekly** and to submit time sheets bi-weekly to the payroll department before 11:00am on the Monday following the beginning of the new pay period. The agency expects supervisors to remain available in the office after submitting time sheets for their staff to answer questions and/or provide additional information.

Adjustments

The agency does not permit any employee to complete a time sheet for another employee or to make entry or adjustment to another employee's time sheet. Supervisors may change a timesheet entry to reduce time or compensation **only** after certifying that they discussed the change with the employee and, therefore, guarantee the employee's knowledge of the change with their initials.

Hour Calculations

The agency expects employees to comply with the following guidelines to report time worked in less than one hour increments:

- | | |
|-------------------|----------------------------|
| ▪ 0 – 7 Minutes | Report no additional time |
| ▪ 8 – 22 minutes | Report as .25 hours worked |
| ▪ 23 – 37 minutes | Report as .50 hours worked |
| ▪ 38 – 52 minutes | Report as .75 hours worked |
| ▪ 53 – 67 minutes | Report as 1.00 hour worked |

Minimum Reporting Time

Non-exempt employees scheduled to report for work will receive no less than one hour of pay regardless of the actual time worked, even if it is less than one hour. This includes scheduled attendance at committee meetings, training, in-services and any other authorized event. Employees will report the actual hours of work or attendance on their timesheets. Supervisors will adjust time less than an hour when verifying time sheets.

Breaks

The agency expects employees in 24-hour programs to eat with the residents as an essential part of their jobs. Therefore, the agency considers these meal periods as paid time. The agency considers other meal breaks outside of 24-hour programs that include client participation as paid time. The agency considers all other meal breaks as unpaid when employees are completely relieved of duty. The following identifies paid and unpaid break examples:

- ❖ Staff may leave the home or work site, whether clients are present or not, to eat or get food and return at an established time **only** with prior ~~with~~ supervisor approval. Staff will have no agency related responsibilities during this period of time and will document in and out time on their timesheets and document billing sheets appropriately.
- ❖ ~~Staff may~~

Administrative non-exempt employees who work in the central office receive one unpaid hour off for lunch for each eight-hour day worked.

Work Hours

The agency expects non-exempt employees to work their regularly scheduled hours as determined by their supervisors, which are subject to change with minimum or no notice. The agency expects exempt employees to work their regularly scheduled hours, as determined by their supervisors. Some exempt positions require flexible scheduling, and the supervisor may determine parameters around flexibility. The agency expects exempt employees to call the central office Monday through Friday if they will not be in the office during the hours of 8am and 5pm or note on the in/out board their locations for that particular day.

24-Hour Shifts

Sleep time provisions apply to employees who work scheduled 24-hour shifts and include payment of regular compensation for 17 hours and no regular compensation for seven hours considered sleep time. ~~Employees receive a \$20.00 shift premium for the sleep time.~~ In the event the needs of our clients interrupt employees' sleep time, the agency will compensate employees as follows:

- Interruptions of five minutes or more: Employee receives compensation in 15-minute increments.
- Interruptions of more than two hours or more: Employee receives regular compensation for the entire 24-shift, less the shift premium.

The agency allows employees who work scheduled 24-hour shifts to apply paid time off within the guidelines of that policy or take unpaid time off with proper authorization if they engage in personal activities during a part of the 24-hour shift. However, the shift remains a 24-hour shift and even though the employee does not work 17 hours, the seven hours sleep time still applies. Employees will not receive their hourly wage during the sleep time hours.

Employees who assist a supervisory in covering an absence by working part of a 24-hour shift, however, will receive their full hourly wage throughout the shift. For example, if an employee agrees to cover a 24-hour shift but cannot begin until 4:00pm, he or she will receive his or her full hourly wage throughout the shift.

Personal Information

The agency expects employees to inform human resources about any of the following changes:

- Name (Including last name)
- Address
- Phone number
- Marital Status
- Dependent status
- Tax withholding
- Person(s) to notify in case of emergency
- Beneficiary information related to health or other insurance
- Information concerning a former spouse as it relates to health insurance

Wage Assignments

The agency maintains wage scales for each position that are designed to compensate according to education, experience and skill level. Upon hire, the human resources director assigns a wage or bi-weekly salary to employees. The agency considers wage and salary information as confidential between the employer and the employee and does not permit employees to discuss their wages and/or salaries. The agency expects employees to discuss matters of wages and salaries with the director of human resources, who may redirect the employee to another appropriate individual. ~~The agency strictly prohibits discussions of wages among co-workers and will respond to such incidences with disciplinary action up to and including termination.~~

Wage Increases

The agency conducts annual evaluations for employees in all positions prior to their anniversary dates. ~~The agency grants wage increases as determined by the scores of employees' evaluation.~~ The agency determines the maximum percent of increase for the calendar year within the annual budget.

The agency recognizes that exemplary performance, increased responsibility and other factors may warrant a meritorious increase. The human resources director and the executive director will consider detailed, written recommendations from supervisors.