

COMPENSABLE WORKING TIME

PURPOSE

The purpose of guideline is to establish the rules for paid work time/hours.

POLICY

XXXXX Care will compensate employees for time spent in the incidental activities listed below:

1. A 15-minute break for each 4 hours worked.
2. All nonexempt employees working more than a 6 hours shift are to be relieved of all work duties and are required to take and record at least ½ hour for an unpaid lunch period. If lunch period is interrupted by work activities, the lunch period must be paid.
3. If an employee is injured on the job, they will be paid until the end of their regularly scheduled shift provided XXXXX Care has ordered medical attention. If XXXXX Care directs the employee to seek medical care on a day off, the time spent getting that care is compensated. If the employee decides to seek further care than directed, that time will not be compensated.
4. Travel time to and from work is not compensated except in the case of On-Call RN staff (nights and weekends); whom are paid for all travel time while on-call and carried out in the line of duty. Travel time that is job-related and during the employee's normal work hours (seven days a week) is compensated.

Paydays

All XXXXX Care employees are paid monthly on the 17th of each month. Each paycheck will include earnings for all work performed for the previous calendar month. If the payday falls on a Saturday or Sunday, checks will be deposited on the Friday before that weekend.

Employees are required to have their paycheck deposited directly into a Financial Institution of their choice.

XXXXX Care takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. If there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the payroll department so that corrections can be made as quickly as possible.

Employees have the option of taking a “draw” on the regular pay that they would receive on the following regular pay day. That draw is available to employees on the first working day of the month (not including weekends / holidays).

Timekeeping For Hourly Employees

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Accurately recording time worked is the responsibility of every employee. Federal and state laws require XXXX Care to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is the time spent on the job performing assigned duties.

All employees are responsible for updating their daily activity record (DAR) / timesheet on a daily basis. All associated documentation must be entered into the timekeeping system and services verified no later than 48 hours following delivery of the service.

All hourly employees should accurately record the time they begin and end their work. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Employees are accountable for the accuracy of the time recorded and for meeting the deadlines set by the organization for completing their time recording for payroll processing.

Holiday Pay

XXXX Care is considered closed on declared holidays. Those declared holidays are New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. If the recognized holiday falls on a Saturday, the organization will be closed in observance of the holiday on the preceding Friday. If the recognized holiday falls on a Sunday, the organization will be closed on the following Monday.

When the office is closed all field staff and all office staff are expected to take that day off and use Paid-time-off (PTO) time.

For employees working in the Hospice House (requiring staffing 24 hours per day), employees would follow a 24 hours window for holiday pay; and therefore, split their shift hours into holiday and non-holiday hours according the definition of the holiday. The observance of the actual holiday will begin at 00:01 hours the day of the actual holiday and end at 23:59 the day of the actual holiday.

When an employee is scheduled or requested to work by XXXXX Care on a designated holiday, the employee will be paid one and one-half (1.5) times the regular hourly rate of pay for all time worked on such holiday, including applicable differentials. Holidays are considered holidays from 12:00 am to 11:59 pm on the date of the holiday or on the day of the observed holiday. When an employee works overtime on a holiday, the employee will receive two and one-half (2.5) times the normal rate of pay.

Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be asked to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive prior authorization from

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their supervisor.

Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Overtime pay is based on actual hours worked Sunday – Saturday. Time off for holidays, sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Failure to work scheduled overtime or working overtime without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

For non-exempt employees, time off in lieu of overtime pay can be granted only during the same pay week in which the extra hours were worked. Overtime is paid at 1.5 times of base pay. When an employee works overtime on a holiday, the employee will receive two and one-half (2.5) times the normal rate of pay.

Non-Hospice House Staff

On-Call Pay – Hourly Staff assigned to work “on-call” weeknight (Monday through Friday, 5pm-8am) and/or weekend (Saturday through Monday – 8am to 8am) or on a Holiday and while not performing work duties on shift and required to be available, will receive an hourly compensation based on discipline. This amount is not in addition to the employee’s base pay but in lieu of.

Differential - A per hour shift differential will be paid in addition to base rate to employees required to work and working anytime during the above stated On Call times based on discipline.

Standby - Standby is for hourly employees who are working during normal business hours (8 am – 5pm) who have completed their job duties, including documentation, for that day and are asked by their supervisor to remain available by phone. Standby pay shouldn’t be used to cover lunch breaks as XXXXX Care is obligated to provide an uninterrupted lunch break. Standby rates will be the same rates for On Call Pay based on discipline. This amount is not in addition to the employees’ base pay but in lieu of.

Hospice House Staff

On Call Pay - When asked to be On Call and while not performing work duties, the employee will receive the same hourly compensation listed above based on discipline. This amount is not in addition the employee’s base pay but in lieu of.

Night Differential - Night Shift is hours worked beginning, 7:00pm and ending 7:00 am and will be paid an additional per hour rate for night shift hours worked.

Weekend Differential - Weekend shift is hours worked Saturday beginning at 7am and ending Monday 7:00 am. and will be paid an additional per hour rate for weekend shift hours worked.