SECTION 4: EMPLOYEE PAY

4.01 – PAY PROCEDURES

It is the policy of the Company to pay employees on a regular basis and in a manner so that the amount, method, and timing of wage payments comply with any applicable laws or regulations. Payment may be made by check, direct deposit to a pay card account, or to a bank account depending upon procedures for your business entity or location.

Unless otherwise prescribed by law, non-exempt employees will be paid overtime compensation at the rate of one and one-half (1 ½) times their regular hourly rate for work in excess of forty (40) hours during the regular work week.

For each payday, employees will receive, in addition to their paycheck or deposit, a statement showing gross pay, deductions, and net pay. Local, state, federal, and Social Security taxes will be deducted automatically. No other deductions will be made unless required or allowed by law, contract, or employee obligation. Employees may elect to have additional voluntary deductions taken from their pay by authorizing the deductions in writing.

Employees who discover a mistake in their pay, lose their paycheck or pay card, or have it stolen should notify the Payroll Department immediately. In the case of a mistake, the error will be remedied promptly. In the case of loss or theft, the Payroll Department will attempt to stop payment and reissue wages to the employee. However, the employee is solely responsible for the monetary loss, and the Company will not be responsible for the loss or theft of a check or pay card if it cannot stop payment prior to the funds being withdrawn.

In the event of employee termination, final pay will be provided to the employee by usual means and within applicable state guidelines.

The Company reserves the right to adjust pay for previous wage overpayments, wage underpayments, or for Company property and equipment not returned upon termination of employment where permissible by law.

Salaried Employees

Pay dates for salaried employees are generally on the first (1st) and sixteenth (16th) of the month. In instances where the first (1st) or sixteenth (16th) falls on a Saturday or Sunday, the pay date will be the preceding Friday. Likewise, where the pay date falls on a major holiday (when the office and/or banks are closed), pay date will occur the day before the holiday.