## Summary

This document outlines key payroll policies, including hourly wage schedules found in the appendices, shift differentials for employees working outside standard hours, quarterly cost of living adjustments based on the Consumer Price Index, and overtime distribution procedures prioritizing those with the fewest hours and highest seniority. It also describes limits on overtime hours and the approval process for extended shifts.

EMPLOYEE HANDBOOK

# Rates of Pay

## Hourly Wage Schedule

The standard hourly wage schedule, which specifies the rates for various job classifications and their effective dates, can be found in Appendices A, B, C, D, and E of this manual.

## Shift Differentials

Employees who are assigned to shift schedules starting between 12:00 noon and before 9:00 P.M. will receive a shift premium of fifty-five cents ($0.55) per hour. Effective August 1, 2002, the second (2nd) shift premium will increase to sixty-five cents ($0.65) per hour. Employees who work shifts starting between 9:00 P.M. and before 5:00 A.M. will be paid a third (3rd) shift premium of sixty-five cents ($0.65) per hour. Beginning January 1, 2003, the third (3rd) shift premium will increase to seventy-five cents ($0.75) per hour.

## Cost of Living Adjustment

Cost of living adjustments are calculated on a quarterly basis in accordance with the revised Consumer Price Index, which is published monthly by the United States Department of Labor.

# Overtime

## Scope

Overtime will be distributed to qualified employees with the lowest accumulated hours and highest seniority. Generally, employees will not be scheduled or asked to work more than twelve (12) hours. If it becomes necessary for an employee to work beyond twelve (12) hours, those hours will be charged accordingly, but any hours refused beyond the twelve (12) hour mark will not be charged. In cases where there is a need for an employee to work more than twelve (12) consecutive hours, such arrangements must be approved by joint leadership on a case-by-case basis.

## Weekend Overtime

Weekend overtime will be distributed equitably among qualified employees on each shift, in alignment with work requirements. After all employees within the department have been offered overtime and there is still a need for additional employees from outside the department, the following rules apply:

1. Overtime that is planned and offered within the department and shift must be worked by employees from that department if overtime is available to them.
2. Overtime will first be offered to employees within the department and shift involved.
3. If necessary, overtime will then be offered within the department across shifts. Employees must work in their home department if overtime is available.
4. If there is still a need, a canvass will be done outside the department, and the qualified employee with the lowest overtime hours and least seniority within the department will be scheduled.
5. Employees who wish to discuss vacation time must consult with the HR Manager.

## Conditions of Overtime

Employees will be paid one and one-half (1.5x) times their regular straight-time hourly rate for:

|  |  |  |  |
| --- | --- | --- | --- |
| Condition | Details | Rate | HR Notes |
| Excess hours (8+) during 11:00 P.M. to 11:00 P.M. | All time worked in excess of eight (8) hours during the period from 11:00 P.M. to 11:00 P.M. | Not specified | Clarify if premium rate applies for these hours. |
| Weekly excess hours (40+) | All time worked in excess of forty (40) hours in any week. | Not specified | Check overtime policy for applicable rate. |
| Saturday work | All work performed on Saturday. | Not specified | Confirm if Saturday work is paid at premium rate. |
| Before/after regular shift | All time worked before or after the employee’s regular shift time. | Not specified | Review shift definitions and overtime eligibility. |
| Sunday work | Work performed on Sunday. | Double (2x) regular straight-time hourly rate | Ensure Sunday hours are tracked separately for correct pay. |
| Excess hours (10+) Mon-Fri | All hours worked in excess of ten (10) hours in any one day from Monday to Friday | Double (2x) regular straight-time hourly rate | Monitor daily hours for compliance. |
| Excess hours (8+) Saturday | All hours worked over eight (8) on Saturday | Double (2x) regular straight-time hourly rate | Flag Saturday overtime for payroll processing. |

# Vacations

## Eligibility

To be eligible for vacation in any calendar year, an employee must have performed work during the preceding calendar year and have one (1) year or more of continuous service. Employees who resign or are discharged prior to January 1 of the calendar year are not eligible for vacation pay for that year.

## Length of Vacation

Eligible employees who achieve specific years of continuous company service, as indicated in the Vacation Table in Appendix A, will receive vacation time corresponding to their years of service.

## Scheduling of Vacation

Department heads are responsible for administratively scheduling vacations. All vacation periods must be scheduled in advance and communicated to the employee’s direct supervisor.

If there are conflicting vacation date requests, preference is given to the employee with the highest seniority within the department and shift, provided the employee notifies their direct supervisor of their preferred period before February 1. If an employee is denied their initial request and chooses to leave it on file, they shall be granted vacation based on seniority if an opening occurs. Starting February 1, vacation requests will be granted on a first-come, first-served basis, as long as they do not disrupt the proper operation of the department.

By March 1, the department head will post the remaining available vacation dates for employees to schedule, after granting preference to senior employees as outlined above.

# Leave of Absence

## Personal Leave

If an employee needs to be absent from work for personal reasons, they must arrange the absence with their department head and submit the request using the designated leave of absence form. The immediate supervisor may grant a leave of absence for up to five (5) working days. Any leave of absence longer than five (5) working days must be requested in writing as described below.

A leave of absence exceeding five (5) working days may be granted at the sole discretion of the Employer, provided the written request is submitted in a timely manner. Extensions of leaves of absence may be considered if there are extenuating circumstances justifying the extension.

# Appendix A

## Table 1 - Vacation Table

|  |  |  |
| --- | --- | --- |
| Years of Service | Vacation Pay | Vacation Hours |
| 1 | 40 hours | One week |
| 2 | 80 hours | Two weeks |
| 7 | 120 hours | Three weeks |
| 12 | 160 hours | Four weeks |
| 22 | 200 hours | Five weeks |
| 29 | 240 hours | Six weeks |