

	Subject of Procedure: Compensation	
	Section of Manual: Human Resources	Procedure Number: 107
	Originating Unit: Human Resources	Effective Date: August 1, 1998 Rev: October 26, 2021

Definitions

Exempt: Employees that are not subject to overtime provisions of the Fair Labor Standards Act. There are three typical categories of exempt job duties, called "executive," "professional," and "administrative." Generally, this classification is for supervision, management, and professional positions.

Non-Exempt: Employees that are entitled under the FLSA to one and one-half his or her "regular rate" of pay for each hour they actually work over 40 hours per week. CareLink defines a week as Sunday through Saturday.

Procedure

CareLink places employees in two compensation classes, exempt or non-exempt, based on guidelines contained in the Fair Labor Standards Act and applicable state laws.

Exempt employees are not eligible for overtime pay. Exempt employees do not have restrictions on working hours. Exempt employees work all hours necessary to accomplish his or her workload.

Non-Exempt employees are paid by the hour and are eligible for overtime pay at the rate of one- and one-half times the hourly rate for any hours worked over 40 in one work week. Employees may be required to work overtime as management determines is necessary.

A standard workday is 7.5 hours. A standard workweek for staff is 37.5 hour and runs from Sunday through Saturday. A pay period consists of two workweeks. At the end of each pay period, employees submit a timesheet to their immediate supervisor. Paycheck stubs are mailed to the employees' homes the Thursday following the end of the pay period. Payday is the Friday following the end of the pay period. Employees are paid via direct deposit.

The regular start time for most exempt and non-exempt employees will be 8:00 a.m. Monday through Friday. However, employees may be assigned and required to work a variety of schedules that might encompass all hours of the day and weekend.

Holiday, Sick Leave, and Annual Leave hours do not count toward the calculation of overtime. Only actual hours worked are used to compute overtime hours to be paid.

No pay advances will be given to any employee for any reason. Any questions about your payroll check should be directed to your supervisor.