

Bethany Life Communities	Effective Date: 03/12/2007	Date Revised: 08/18/2008
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***Policy Statement***

Bethany Life Communities will adhere to all provisions of the Fair Labor Standards Act (1938) as amended and any other applicable federal and state laws and/or regulations when paying you and all team members.

***Policy Interpretation and Implementation***

**Pay periods are:**

- ✓ Two weeks long, beginning at 10 p.m. on Saturday and ending two weeks later at 10 p.m. on Saturday. A payroll week for the purposes of calculating overtime is 10 p.m. on Saturday and ending one week later at 10 p.m. on Saturday.

**Pay days are:**

- ✓ On the first Thursday following the end of a pay period, unless a holiday falls on Thursday in which case pay day is advanced to Wednesday.

**Documents Deadline:**

- ✓ If you have PTO requests, PTO payout requests, time clock correction slips, pay increase forms, Holiday-not-worked, and/or anything else that impacts your pay, must be in to the payroll office prior to 10 a.m. on the Monday before pay day.
- ✓ If the documents are later than the deadline, the payment will be in the following pay period.

**Pay Increases:**

- ✓ Pay increases/raises are paid on the first full pay-period following the pay-period during which the team member's anniversary date fell.
- ✓ Pay increases are delayed if the following conditions exist:
  - Health screening is not completed in a timely manner,
  - Tuberculosis test is not completed in a timely manner, and/or
  - In-services are not completed in a timely manner.
  - ***Pay increases take effect after these conditions are met, and are not retro-active to anniversary date.***
- ✓ Pay increases are delayed if an evaluation has not been completed in a timely manner. If it has been determined that this was not completed in a timely manner because of a member of management/supervisor and all other requirements (above) have been met, the raise will be retro-actively paid back to when it should have taken effect.

**Pay/payroll information:**

- ✓ You are to pick this up personally.
- ✓ If you want someone else to receive those materials and pay check/receipt, Bethany Life Communities requires a written authorization from you.

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- ✓ For someone else to pick up your paycheck, you must send a signed note with that person each payday.
- ✓ If you receive your pay by physical check (as opposed to direct deposit), you must either pick up the check or authorize Bethany Life Communities in writing (form “Iowa Wage Payment Collection Law”) to mail it to you.
- ✓ If you work at the Cedar Place or Bethany Manor communities, you may pick up your paycheck/payroll materials at the Bethany Manor reception desk.
- ✓ If you work at the Timberland Village community, you may pick up your paycheck/payroll materials at the Timberland Village reception desk.

**Overtime:**

- ✓ You will be paid one and one-half your normal rate of pay for all approved hours worked in excess of 40 hours in a one-week period.
- ✓ Holiday premium pay, PTO, any bonus pay, etc., are not counted in computing overtime pay.
- ✓ Non-worked hours (PTO, bonus, holiday not worked) are paid at the base rate.
- ✓ All overtime must have prior approval of your supervisor.

**“Extra” Pay:**

- ✓ **PTO may not be used in addition to 80 or more hours worked during a pay-period.**

**Differentials:**

- ✓ On weekends, in addition to your regular rate of pay, you will be paid an incentive rate of fifty cents (\$0.50) per hour for hours you work from 6 p.m. Friday through 6 p.m. Sunday.
- ✓ On evenings/nights, in addition to your regular rate of pay, you will be paid an incentive rate of fifty cents (\$0.50) per hour for hours you work from 6 p.m. to 6 a.m.

**Payroll Deductions:**

- ✓ Upon your request, Bethany Life Communities will make deductions for tax-sheltered annuities, flexible benefit deductions, or other pre-arranged deduction programs offered by Bethany Life Communities.
- ✓ If you are given Bethany Life Communities property (cell telephone, keys, etc.) to use while employed here, you will be asked to sign a waiver for deducting the cost of replacing these items should you not return them at the end of your employment.
- ✓ No deductions are made from your pay check unless mandated by law (state and federal withholding taxes, Social Security, Medicare, garnishments) or we have your permission in writing.
- ✓ Bethany Life Communities matches the amount of your Social Security deduction to your Social Security account with the federal government.

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- ✓ Bethany Life Communities is required by law to accept garnishments received by court or agency order.
- ✓ Iowa law also requires mandatory income withholding for all support orders issued by the court or the Child Support Recovery Unit. In all support cases, Bethany Life Communities is required to withhold these amounts and forward the money to the support office stated in the court order. Bethany Life Communities may also be required to provide health insurance information.

**Exempt defined as:**

- ✓ A fixed salary regardless of hours worked to carry out the duties of the job.
- ✓ This applies to executive, administrative, and professional team members in compliance with the Fair Labor Standards Act (1938).
- ✓ Exempt team members are not paid overtime.
- ✓ Exempt team members are required to submit written notification to the payroll office for each payroll in terms of holiday, PTO leave, or floating holidays, but you are not required to turn in specific hours worked.

**Non-exempt defined as:**

- ✓ Non-exempt pay is made at an hourly rate for all hours worked.
- ✓ Any hours you work after 40 hours in the workweek are paid at one and one half times your regular rate.
- ✓ This applies to service, clerical, and technical team members in compliance with the Fair Labor Standards Act (1938).

**Recording of time worked:**

- ✓ The Fair Labor Standards Act (1938) requires that we keep accurate records of the hours non-exempt team members work.
- ✓ You must be logged/clocked in when working. You are not allowed to work before logging/clocking in, or to work after the end of your shift if logged/clocked out. To perform work, you must be logged/clocked in.
- ✓ This interpretation does not prohibit you from volunteering within Bethany Life Communities so long as the work you do as a volunteer is outside your regular duties.
- ✓ ***Under no circumstances are you to work at your job without being paid if you are a “non-exempt” or hourly team member!***

**Breaks:**

- ✓ If you work in a community that uses a time clock, the system automatically deducts thirty (30) minutes for your unpaid meal break if you work for more than six (6) hours. If you work in a community that uses time sheets, you should make entries to indicate the thirty (30) minutes for your unpaid meal break you took
- ✓ ***If you do not take a meal break, and you work at a community that uses a time clock, you must fully fill out a time clock slip indicating that you had not***

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***taken a meal break and have it signed/initialed by your supervisor. If your community uses time sheets, please indicate on the time sheet that you did not take a meal break.***

- ✓ If you leave Bethany Life Communities premises for a break or meal, you must log/clock out when you leave and log/clock in when you return.
- ✓ If you:

<b><i>Work (in hours)</i></b>	<b><i>Breaks permitted</i></b>
At least 12 – but less than 16	Two 30 minute unpaid meal breaks + three 10 minute paid breaks
At least 8 - but less than 12	One 30 minute unpaid meal break + two 10 minute paid breaks
At least 6 - but less than 8	One 30 minute unpaid meal break + one 10 minute paid break
At least 4 – but less than 6	Two 10 minute paid breaks
Less than 4 hours	No breaks, paid or unpaid

***Premium Holiday Pay:***

- ✓ See “Holiday.”

***Central Standard Time/Central Daylight Savings Time***

- ✓ If you are an hourly (“non-exempt”) team member working as the time changes, you will be paid for actual hours worked.