

SECTION 03

WAGE & COMPENSATION

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§[03] 01. GENERAL

Employees of PAW Health may be compensated via hourly pay, salary, fluctuating workweek, and/or fee-based pay. Eligible employees have access to benefits for themselves, their families, and their animal patients as described in Section 04 Medical & Corporate Benefits.

§[03] 02. TIME TRACKING

All employees, regardless of position in the company, are required to record all time worked.

Timesheets are the basis for billing caregivers and recording costs and time. Accuracy and timeliness are important.

Non-exempt, hourly employees may not perform work, including communicating via email or otherwise, during non-scheduled work hours unless such work is urgent or is performed at the direction of the **Senior Accountability Officer (SAO)** or **Chief Operations Officer (COO)**.

All employees must record all **Actual Work** time on their timesheet on the day the **Actual Work** was performed.

Falsifying a timesheet, such as listing work time that was not **Actual Work**, is considered fraud and is subject to disciplinary action, up to and including termination of employment.

An employee who has any concerns about his or her compensation, believes there is an error in wage calculation, or believes that his or her compensation has been improperly reduced, should promptly voice their concern with the SAO or COO. The Company will promptly review the issue and will correct any errors as quickly as possible. No employee will suffer retaliation of any kind for raising concerns about the payment of compensation.

All Employees

- Must utilize current hospital time keeping system to record/track hours worked
 - Non-shift work
 - Clock-in at the beginning of all work
 - Clock-out at completion of work
 - Track bulk hours when approved by **SAO**
 - In clinic shift work
 - Clock-in no sooner than 15 minutes prior to start of shift
 - Clock-out no later than 15 minutes after the end of each shift
 - **SAO** must approve any changes to compensated shift length
- Must notify the **SAO** via email or time keeping system if a punch is missed or needs modification
- Must seek approval for overtime, as outlined in the **OVERTIME** subsection

§[03] 03. EMPLOYEE HOURLY AUDIT

At the end of each **Fiscal Quarter**, the **SAO** may perform an **Employee Hourly Audit (EHA)**. At this audit, employees may have their average weekly hours calculated and reviewed.

Employee Hourly Audits may, but are not limited to, be used for:

- Ensuring individuals are maintaining hourly standards set forth by federal regulations for medical benefits
- Ensuring individuals are maintaining hourly standards set forth by **PAW** for corporate benefits
- An individual's Tier III Performance Review – Time Allocation & Usage

Paystubs may contain the average weekly hours for the current fiscal quarter.

§[03] 04. PAYROLL DISTRIBUTION

All wages will be paid in biweekly (once every two weeks) pay periods, on Fridays, distributed through direct deposit.

§[03] 05. PAYROLL DEDUCTIONS

Federal Withholding, State Withholding, and Social Security deductions and Medicare (FICA) withholding and other deductions that are court-ordered or otherwise required by law will be made from each paycheck in accordance with state and federal law. In addition, deductions will be made for insurance premiums, such as medical and dental insurance as selected by the employee, and any other deductions authorized by the employee. Employees will not be retaliated or otherwise discriminated against for withholdings or deductions that are court-ordered. Other employee-authorized deductions are discussed in their respective subsections.

§[03] 06. WAGE INCREASES

Wage increases are standardized in accordance with current administrative policy, subject to change without notice. Please contact the **SAO** for current policy.

If an employee wishes to have a wage increase which does not conform to current operational policy, they may request a meeting with the **SAO** to seek adjustments in compensation. The contents of this meeting may be discussed with one or all members of the **Leadership Team** to determine negotiable adjustments in compensation.

§[03] 07. OVERTIME

All employees may occasionally be required to work more than 40 hours in a workweek.

Non-exempt employee overtime pay is based on hours actually worked. For example, hours attributable to paid time off are not included in calculating hours of overtime.

Nonexempt employees must obtain approval from their **Director** or from the **SAO** in advance of working overtime. Failure to obtain approval for working overtime may result in disciplinary action.

Supporting Role Members (SRMs), Directors, the SAO, and/or members of the Leadership Team, are prohibited from requiring or encouraging employees to underreport any overtime hours worked. You are obligated to immediately report to a **Chief** if any individual requires or encourages you to underreport your hours worked.

Non-exempt hourly employees

- Granted when total compensated hours exceed 40 hours per workweek
- Overtime must be approved by the SAO
- Unless otherwise stated in Employment Agreement, Offer for Employment, or for employees on a Fluctuating Workweek, the minimum overtime rate is 1.5x the hourly rate.

§[03] 08. SHIFT PREMIUM

Shift Premiums are a temporary pay scale increase granted to **hourly employees** under certain circumstances. The **SAO** has the right to grant or withhold a **Shift Premium** at any time, with or without cause, with or without notice, on an individual or group basis.

Non-exempt Hourly Employees

- \$2.00 per hour pay increase above their standard hourly wage during certain shifts, events, or circumstances

Exempt Hourly Employees

- \$4.00 per hour pay increase above their standard hourly wage during certain shifts, events, or circumstances.

§[03] 08.01 - Graveyard Shifts

- Granted for scheduled shifts that have their start times between the hours of 8:00pm and 07:45am

§[03] 08.02 - On-Call Shifts

- Granted once engaged in **Actual Work** – (**SAO** approved services on, whether on-site or off-site.)
- An on-call employee who is at home, is not considered engaged in **Actual Work**

§[03] 08.03 - Training Shifts

- As a company that focuses on professional development, administrators will routinely have coworkers with varying experience levels working together at any one time to improve workplace unity.
- **Training Shifts** are specifically designated by the **SAO**, whereby a **Trainee** is paired directly with a **Trainer**. In such a case, the **Trainer** will receive a **shift premium**.

§[03] 08.04 - Staff Meetings

- **All employees** are required to attend staff meetings.
 - Failure to uphold a consistent attendance may negatively impact an employee's **Performance Review** and compensation.
- **Non-exempt hourly employees** who attend staff meetings will receive a **shift premium**.

§[03] 09. OPEN SHIFT BONUS PAY

All Qualifying Employees who work open shifts are eligible to receive **Open Shift Bonus Pay**.

Please contact the **SAO** for current bonus structure.

§[03] 10. HOLIDAY BONUS PAY

All Qualifying Employees who work during **Holiday Spans**, will receive **Holiday Bonus** proportional to:

- (1) The total hours worked by the **Qualifying Employee** in that **Holiday Span**,
- (2) Total Man Hours of All Qualifying Employees in that Holiday Span, and
- (3) Net Holiday Span Surcharge in that Holiday Span.

If a **Holiday Span** cross two pay periods, the **Holiday Bonus** will be paid on the pay period that includes the last **Workday** of the **Holiday Span**.

§[03] 11. PAY TRANSPARENCY POLICY STATEMENT

PAW will not terminate or in any other manner discriminate or retaliate against employees or applicants because they have inquired about, discussed, or disclosed their own compensation.

Employees who have access to the compensation information of other employees or applicants as a part of their job functions cannot disclose the compensation of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is:

- (1) In response to a formal complaint or charge;
- (2) In furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the Company; or
- (3) Consistent with the Company's legal duty to furnish information.