**Employee Status and Pay Policies**

**Employee Status (non-Applicable Large Employer under PPACA)**

*Regular, Full-Time Employee* - An employee hired into a position designated to be full-time is reasonably expected to work a schedule of an average of 30 hours or more per week, and any required overtime (unless otherwise required by law). These employees will be eligible for all full-time benefits.

*Regular or Temporary Part-Time Employee* - An employee hired into a position designated to be part-time is expected to work an average of fewer than 30 hours per week. These employees will only receive those benefits mandated by state or federal law. (NOTE: ALE’s under PPACA may add: ‘Employees in a stability period under the ACA will continue to be eligible for the following benefits: ...’ – talk to your broker.)

*Temporary Full-Time Employee* - An employee who has been hired for a limited period of time, which usually does not exceed three to six months. These employees will only receive those benefits mandated by state or federal law. (NOTE: ALE’s under PPACA may add: ‘All full-time employees will also be eligible for the following benefits: ...’ – talk to your broker.)

In addition, all employees are classified, according to the Fair Labor Standards Act, as *“Exempt” or “Non-Exempt.”*

* Non-exempt employees must maintain an accurate record of all hours worked and will be paid overtime for all hours worked in excess of forty (40) in the pay week. Non-exempt employees may be full-time, part-time, or temporary and may be paid on an hourly or salaried basis.
* Exempt employees are paid a predetermined salary for any week in which they perform any work, without regard to the number of days or hours worked and are not eligible for overtime pay. Exempt employees may be full-time, part-time, or temporary. ***The predetermined salary may only be reduced for specific, lawfully permitted reasons***.
* **If you believe that an improper deduction has been made from your pay, you must notify your supervisor or Human Resources. The reason for the deduction will be thoroughly investigated and if it is determined that an error was made, you will be reimbursed.**

**Timekeeping Policy**

Employees must record their actual time worked for payroll and benefit purposes. Time worked includes all time that an employee is required to be performing duties for the company.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave, or personal business.

Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by the Company. Non-exempt employees may not start work until their scheduled starting time. Employees should clock in no sooner than 10 minutes before their scheduled shift and clock out no later than 10 minutes after their scheduled shift. Non-exempt employees are required to take a full 30-minute lunch break away from their work area. Without prior approval, non-exempt employees are prohibited from taking work home on the evenings and weekends. All after hours work is prohibited, including emails and phone calls. It is the employee’s responsibility to sign their time sheet to certify the accuracy of all time recorded.

Any errors in your time sheet should be reported immediately to your supervisor, who will attempt to correct legitimate errors. Employees who consistently miss time clock entries will be subject to disciplinary action.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

**Pay Day**

For purposes of pay, our work week begins at 11:00 P.M. Sunday and ends at 10:59 P.M. the following Sunday.

You will be paid bi-weekly on Fridays, for all hours worked through the end of the associated pay cycle. Paychecks will be direct deposited into the account(s) you designate.

**Employee Schedules**

The Company usually operates on a forty-hour work week. Many of our employees are employed on regularly scheduled shifts as follows:

*First Shift* 7:00AM-3:00PM

*Second Shift* 3:00PM-11:00PM

*Third Shift* 11:00PM-7:00AM

Office employees have a schedule from 8:00 A.M. to 5:00 P.M.

Your supervisor will discuss your work schedule, lunch and break times with you.

**Paid Breaks/Meals**

COMPANY NAME provides you with two paid breaks per day. You are also allowed XX amount of time for meals. This time off to eat (is/is not) paid time. Your supervisor will discuss the timing of your meal and break periods with you.

**Overtime Pay**

From time to time, business demands may require that you work overtime. Accordingly, **COMPANY NAME** will pay overtime in accordance with the Fair Labor Standards Act.

All overtime must be pre-approved by the supervisor.

The Company will try to give employees as much advance notification as possible concerning overtime. While this is not always possible, it is the employee’s responsibility to work all overtime as requested by the management of the Company.

**Pay Transparency Policy**

**COMPANY NAME** will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the a legal duty to furnish such information.

**Call Back Pay**

Should an emergency arise requiring you to be called back in to work during hours other than your regularly scheduled work hours, you will receive at a minimum, two hours pay. If you work longer than two hours, you will receive pay for all time worked.

**Inclement Weather Policy**

Because of our responsibilities and obligations to our customers, it is **COMPANY NAME’s** policy to remain open if possible. If severe weather conditions exist, forcing the facility to shut down, we will try to inform you of this before you leave to come to work. If you have any question as to whether the facility is open, it is your responsibility to call the Company.

If the facility is open, and you do not perform any work, you will not be paid. You must use a paid time benefit day if you wish to receive pay for this day.

If the facility is not open, and you do not perform any work, you will not be paid. You must use a paid time benefit day if you wish to receive pay for this day.

Reviewed for NC/SC law only.