

Project Team – HR Changes to Employee Handbook

Eligible employees have 31 days from their date of hire to enroll in the medical, dental, and vision plans. The cost for Employee only, Employee plus one (EE + 1), and Family coverage in the medical, and vision insurance program is currently shared by the employee and the Employer. The cost of the employee portion of the premiums will be deducted from the employee's paycheck each pay period.

Benefits coverage is changing to four tiers for Medical, Dental and Vision. The choices will be Employee, Employee + Spouse, Employee + Child(ren), and Family.

Paid Time Off Leave (PTO) includes both vacation and sick time. New employees accumulate PTO Leave commencing with the first pay period of full-time employment. Thereafter, employees earn PTO Leave based on completed calendar years of service. *Part-time employees and temporary employees are not eligible for PTO Leave.* PTO Leave is earned as follows (based on a forty (40) hour work week):

This will only be needed if the employer is changing from Vacation/Sick to Paid Time Off (PTO).

Years of Service and Eligibility	PTO Accrual Rates (per pay period)	PTO Days Earned Per Year	Maximum PTO Accrual
Less than 5 calendar years	6.77 hours	22 days	30 days
5 through 14 calendar years	8.62 hours	28 days	45 days
15 or more calendar years	9.23 hours	30 days	60 days

Employees are paid per the Employers' payday schedule of 26 pay periods per calendar year.

Non-exempt employees must record time worked on a daily basis. Timesheets/timecards are used for calculating the employees pay. *Here we need to state that time records are used for calculating the employees pay.* Employees are responsible for submitting their timesheet/timecard to their immediate supervisor for approval and submittal to payroll. *Again, state that time records are submitted via the Paycom system.*

- **Non-Exempt** employees are required to record the number of hours they actually worked each day and are not exempt from overtime pay.
 - Full-time employees in non-exempt positions regularly work forty hours unless otherwise noted in the job description.

- Non-exempt employees may be paid on a salary or hourly basis. **Non-exempt employees will be paid on an hourly basis.**
- Employees in non-exempt positions are paid one and a half times the regular rate for time worked over forty hours in a work week.
- An employee may not record time for any other employee, nor may they request another employee, except their immediate supervisor, to record time worked.
- Any deviations from an employee's regularly scheduled starting and ending times must be approved by the immediate supervisor.
 - These deviations should be reflected in the record of hours worked for that work day.
 - The immediate supervisor must approve such deviations by initialing the time record. **Records of changes must be approved by the immediate supervisor in the Paycom system.**
 - Overtime pay for non-exempt employees will be included in the paycheck for the period immediately following the pay period in which the overtime was worked.
 - Absences, whether or not they are covered by leave bank time, jury duty, or holiday time, are not considered as time actually worked for purposes of computing overtime compensation (time which is not actually worked is not calculated as hours worked for overtime purposes).
 - Non-exempt employees should not work any over time, take any work home, or work any hours in addition to their regular schedule without the prior permission of the appropriate supervisor (including electronic devices used to check email and other electronic systems of the Employer).
 - Compensatory time is not permitted in lieu of overtime pay.
- Employees (non-exempt and exempt) are expected to maintain a record of all leave taken (time off work). **Employees (non-exempt and exempt) will maintain a record of all leave taken (time off work) in the Paycom system.**