

Big Bend Community Based Care Policy & Procedure

Series: 1100: Human Resources

Policy Name: Wage Policy and Benefits

Policy Number: 1117

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Referenced Document:

1100-1117 x 1, Summary Plan Description (401K)

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to pay a fair and equitable wage to all employees and provide them with benefits to cover both themselves and their dependents.

Procedure

A. [Generally].

1. BBCBC's goal in compensation administration is the development and retention of high quality personnel.
2. The compensation program shall establish and maintain practices that provide internal equity, are externally competitive, assure regulatory compliance, and support near and long-term objectives of the agency.
3. BBCBC shall administer a salary structure that is based on the establishment of internal job values as well as external or competitive market factors.

B. **Deductions from Paycheck.** Two types of deductions are made from employees' paychecks: mandatory and voluntary. Both types of deductions will be itemized on your check stub.

1. **Mandatory Deductions.** BBCBC is required by law to make certain deductions from your paycheck each time one is prepared, including federal tax and your contribution to Social Security.
2. **Voluntary Deductions.** Voluntary deductions may include health, dental, life insurance, 401K, and charitable contributions. Voluntary deductions must be authorized by the employee in writing prior to payroll deduction. Any changes in or cancellation of voluntary deductions must also be authorized by the employee in writing and received by the payroll office prior to the beginning of the payroll period in which they are to occur.
3. **Garnishments.** Information regarding garnishments will be provided to the PEO or outsourced Human Resource/payroll company when received and the PEO will notify staff as quickly as possible.

C. **Tax Withholding.**

1. Federal and state (if applicable) withholding tax payments are deducted from each employee's paycheck as required and authorized by law.

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2. The amounts of the deductions are in conformity with official charts prepared by the Internal Revenue Service.
3. The official Federal Exemption Certificate (Form W-4) should be completed and signed by each employee upon employment.
4. If a W-4 is not completed, the withholding rate will be in accordance with IRS instructions.
5. The W-2 form you receive for each year indicates how much of your earnings were deducted for these purposes.

D. Social Security.

1. All employees must produce evidence of having a U.S. social security number.
2. Each employee will have a percentage of salary deducted from each paycheck for this purpose.
3. Social Security Law designates the percentage of deduction, and an equal amount is contributed by the agency.

E. Pay Period and Pay Cycle.

1. BBCBC payroll workweek begins on Monday.
2. All hours worked within this period will be counted in the workweek ending on Sunday.
3. Employees are paid semi-monthly on the 15th and the last day of the month.
 - a. If one of the payday falls on a weekend or a holiday, then employees will be paid on the last business day before the normal check date.
 - b. Changes will be made and announced in advance whenever business closings interfere with normal paydays.

F. Employee Status.

1. **Employee Status.** Exempt employees are exempt from the overtime provisions of the Fair Labor Standards Act.
 - a. Non-exempt employees are covered by the overtime provisions of the Fair Labor Standards Act and are eligible for overtime pay.
2. **Overtime Pay.** Overtime is defined as those hours worked by a non-exempt employee that exceed forty (40) hours in a work week for which the employee is entitled to be compensated. From time to time, it may be necessary for you to perform overtime work in order to complete a job on time.
 - a. Your supervisor must approve all overtime in advance. When it is necessary to work overtime, you are expected to cooperate as a condition of your employment.
 - b. If you are a "non-exempt" employee and you perform overtime work, you will be paid one and one-half (1-1/2) times your regular hourly wage for any time over forty (40) hours per week that you work.
 - c. If, during that week, you were away from the job because of a job-related injury, jury duty, or paid time off, those hours not worked will not be counted as hours worked for the purpose of computing eligibility for overtime pay.
3. **Unauthorized Work.** All work that is performed outside of a non-exempt level employee's normal work schedule must be pre-approved by the supervisor.

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- a. An employee who performs unauthorized work may be subject to disciplinary action, up to and including discharge.
- b. Any hours worked exceeding a non-exempt level employee's normal work schedule may be taken as flextime within the same workweek provided it is approved by your supervisor.
- c. The use of compensatory time or "comp time" is not permitted within BBCBC.
- d. Comp time is any time worked in excess of forty hours in a week that is taken off some date in the future (other than in the week it was earned).

G. Direct Deposit.

- 1. You are highly encouraged to utilize direct deposit and can authorize the payroll department to deposit your paycheck directly into your savings or checking account at a participating bank.
- 2. Contact the payroll department for details and the necessary authorization forms.
 - a. It generally takes two (2) payroll periods after your authorization has been submitted to the payroll office for direct deposit to start.
 - b. Contact payroll immediately if you close or change your account.
 - c. If an employee using direct deposit resigns, the direct deposit will stop prior to the last paycheck issued.

H. Benefits.

- 1. BBCBC administrative human resource services are outsourced, including the following services:
 - a. Benefits Administration.
 - b. Payroll Processing.
- 2. BBCBC offers a retirement plan through their Human Resource service provider.