COMPENSATION

Performance and Salary Review

Performance appraisals are conducted on an annual cycle. Employees will receive a performance review on the established date each year. The performance appraisal will be discussed, and both the employee and manager will sign the form to ensure that all strengths, areas for improvement and job goals for the next review period have been clearly communicated. Performance evaluation forms will be retained in the employee's personnel file.

Merit increases are based on performance and are not guaranteed. A performance review does not always result in an automatic salary increase. The employee's overall performance and salary level relative to his/her position responsibilities are evaluated to determine if a salary increase would be warranted.

Budget allocations for merit increases are planned for and allocated before the start of each calendar year. The annual salary increase program is designed to assist management in planning and allocating merit and promotional increases that reward individual performance, that are market competitive and that are internally equitable.

Salary adjustments are occasionally requested or warranted at times other than the employee's scheduled annual salary reviews. Out-of-cycle salary increases must be preapproved by the department manager, and Executive Director.

Payment of Wages

Salary payment shall follow the most recent adopted Salary Schedule. Paydays are the last working day of each month. The pay period runs from the 26th of the current month to the 25th of the following month.

Overtime payment, which is included with the nonexempt employee's base salary payment, is also paid monthly with such payment covering hours worked in the current monthly period.

It is Trindel's policy that employee paychecks will only be given personally to that employee or mailed to his/her home address.

If the normal payday falls on a company-recognized holiday, paychecks will be distributed one workday before the aforementioned schedule.

Employees may be paid by check or through direct deposit of funds to either a savings or checking account at the financial institution of their choice.

In the event of a lost paycheck, the executive director must be notified in writing as soon as possible and before a replacement check can be issued. In the event the lost paycheck is recovered and Trindel identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to Trindel within 24 hours of the time it is demanded.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the executive director.

Except for extreme emergencies and vacation pay, no salary advances will be made.

Time Reporting

A work hour is any hour of the day that is worked and should be recorded to the nearest quarter of an hour. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven consecutive days beginning on Sunday and ending on Saturday. The usual workweek period is 40 hours. Each pay period (month) has a base amount of hours calculated on the number of work days in each pay period (month) at 8 hours a day.

To calculate the regular rate of from salary is determined as follows:

1. Multiply the monthly remuneration by 12 (months) to get the annual salary.
2. Divide the annual salary by 52 (weeks) to get the weekly salary.
3. Divide the weekly salary by the number of legal maximum regular hours (40) to get the regular hourly rate.

Overtime provision is that a nonexempt employee shall not be employed more than eight hours in any workday or more than 40 hours in any workweek unless he or she receives one and one-half times his or her regular rate of pay for all hours worked over eight hours in any workday and over 40 hours in the workweek. Overtime must be approved in advance by the manager to whom the employee reports.

Employees will submit their time record monthly as directed by their manager. Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules should be appropriately recorded.

Meal/Rest Periods

The scheduling of meal periods at Trindel Insurance Fund is set by the employee's immediate manager with the goal of providing the least possible disruption to company operations.

Mandatory Meal Period
Employee meal periods are important to company productivity and employee health. Employees who work at least four consecutive hours will be provided a meal break not to exceed 60 minutes. The meal period will not be included in the total hours of work per day and is not compensable. Nonexempt employees are to be completely relieved of all job duties while on meal breaks and must clock out for meal periods.

Rest Breaks
Salaried employees, as they are paid a monthly salary regardless of the hours they work, may choose to take breaks as needed. Nonexempt employees are permitted a 15-minute rest break for each four hours of work. Nonexempt employees on rest breaks are not required to clock in and clock out because this time is considered “time worked” and is compensable.

Impermissible Use of Meal Period and/or Rest Breaks
Neither the lunch period nor the rest break(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes—for example, rest breaks may not be accumulated to extend a meal period, and rest breaks may not be combined to allow one half-hour long break.

Makeup Time

If an employer approves a written request of an employee to make up work time that is or would be lost as a result of a personal obligation of the employee, the hours of that makeup work time, if performed in the same workweek in which the work time was lost, may not be counted toward computing the total number of hours worked in a day for purposes of the overtime requirements, except for hours in excess of 11 hours of work in one (1) day or 40 hours of work in one (1) workweek. If an employee knows in advance that he/she will be requesting makeup time for a personal obligation that will recur at a fixed time over a succession of weeks, the employee may request to make up work time for up to four (4) weeks in advance; provided, however, that the makeup work must be performed in the same week that the work time was lost.

Overtime Pay (nonexempt employees)

1. Employees shall not be employed more than eight (8) hours in any workday or more than 40 hours in any workweek unless the employee receives one and one-half (1½) times such employee’s regular rate of pay for all hours worked over 40 hours in the workweek. However, for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek the employee receives double regular rate of pay.

Paid leave, such as holiday, sick or vacation pay, does not apply toward work time.

The pay period begins at 12:00 a.m. on the morning of 26th of each month and ends at 11:59 p.m. on the night of 25th of the following month.

Employees are required to obtain approval from managers prior to the use of overtime.

Employees who anticipate the need for overtime to complete the pay periods work must notify their manager in advance and obtain approval before working hours that extend beyond their normal schedule.

During busy periods employees may be required to work extended hours.

Compensation Time

An employee may receive compensation time for a specific need with a written request and prior approval from their manager. Exempt employees will accrue at straight time for hours over the pay period base amount. Non-exempt employees in lieu of overtime compensation may receive compensation time at a rate of one and one half hours for each hour over eight (8) hours in any workday or more than 40 hours in any workweek unless the employee receives one and one-half (1½) times such employee's regular rate of pay for all hours worked over 40 hours in the workweek.

For exempt employees compensation time can be used to fill a short fall in hours for the pay period. Compensation time balance should be used within two pay periods after it is received.

For non-exempt employees compensation time is earned at a rate of one and one half and used at a rate of one to one. The compensation time balance should be used within two pay periods of it being received.

Upon the request of a non-exempt employee, the employer shall pay overtime compensation in cash in lieu of compensating time off for any compensating time off that has accrued for at least two pay periods.

Compensating time will be exhausted before vacation and sick hours are used. Employees may not carry more than a 40 hour balance from month to month unless prior approval from their manager is obtained.