


# PERSONNEL POLICY MANUAL

	<b>POLICY C-1</b> Page 1 of 2 Date: 09/01/2011
<b>Section: Compensation and Scheduling</b>	<b>SUBJECT: PAYMENT OF WAGES</b>
<b>Notes:</b> Replaces Policy 3.0, Payment of Wages, Policy 3.3, Pay Advance and Policy 6.8, Direct Deposit	

## PURPOSE:

To establish processes required for payment of wages.

## POLICY

Northland Family Help Center operates on a bi-weekly payroll system, and all employees have a role in the payroll process. Employees may choose to receive paper paychecks, or have the funds directly deposited into their personal checking account, savings account or combination thereof.

## PAY DAY

- Pay Day is every other Friday. For specific pay dates, see the Human Resources Director.
- Payroll is prepared on Monday morning immediately preceding Pay Day.
  - If Monday is a holiday, payroll preparation will be completed on Tuesday morning immediately preceding Pay Day
- Paychecks will be available in the Finance office between 10:00 a.m. and 3:00 p.m. on Pay Day Fridays.
- Pay Stubs for Direct Deposit will be distributed after 10:00 a.m. on Pay Day Fridays.
- Employees who have resigned will receive final pay on the next scheduled pay day.
- Employees terminated by the agency will receive final pay within three working days of dismissal.
- Terminated employees may opt to have final pay sent to them via certified mail.


## TIMESHEETS

- All non-exempt employees must accurately show all time worked on a timesheet.
- Each timesheet must be signed by employees and submitted to supervisors before 10:00 a.m. on payroll preparation day. Supervisors will verify the information on timesheets and submit them to Human Resources by 10:00 a.m. on payroll preparation day. Signatures verify that the hours on a timesheet are true and accurate.
- Consistent failure to turn in timesheets on time could result in disciplinary action up to and including termination.

## EXEMPT EMPLOYEES

- Exempt Employees are paid a fixed or "salaried" amount, and are assigned a scheduled number of hours per week.
- NFHC funders require Exempt Employees to submit timesheets documenting hours worked to Human Resources each pay period.

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## ACCURACY OF PAYCHECK

- Once an employee receives a paycheck or pay stub, it should be opened immediately to verify accuracy. This includes the accuracy of: name, address, social security number, hours worked, rate of pay, tax withholdings, vacation and sick leave, and any voluntary deductions, such as insurance and charitable contributions.
  - Should any errors or omissions be found on paychecks, they must be brought to the attention of supervisors or Human Resources *immediately*
  - NFHC is not responsible or liable for employees' neglect in accurately reporting time worked. Such time reported will be corrected on employee's next paycheck

## PERSONNEL ACTIONS

- Personnel actions, such as pay increases or accrual of paid time off, will have an effective date of the first day of the pay period following said action.

## PAID TIME OFF


- All NFHC employees are required to submit a Leave Request Form for approval to supervisors prior to any planned absences, and immediately upon return from unplanned absences. Each timesheet reflecting the use of paid time off must have a Leave Request Form with it.
- Any Pager Hours used must be accompanied by a copy of a Pager Log, approved by the supervisor.

## PAY ADVANCES

- NFHC will not advance wages to any employee prior to wages being earned. Any requests for advancement of wages for any reason will be denied

NFHC reserves the right to verify time entered / hours worked for an Exempt or Non-Exempt Employee. Falsification of payroll documentation is grounds for immediate termination without recourse or grievance procedures.

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	<b>POLICY C-2</b> Page 1 of 2 Date: 09/01/2011
<b>Section: Compensation and Scheduling</b>	<b>SUBJECT: CALCULATION OF PAYROLL TIME</b>
<b>Notes:</b> Replaces Policy 3.1, Calculation of Payroll Time and Policy 3.2, Timekeeping	

**PURPOSE:** To provide processes and procedures used to calculate payroll in compliance with Fair Labor Standards Act.

## OVERTIME

- Overtime is paid when a non-exempt employee (Relief, Part-Time and Full-Time) works in excess of 40 hours per workweek, regardless of the number of hours regularly scheduled to work.
- NFHC's workweek consists of seven 24-hour periods. The week begins at 12:01 a.m. on Saturday and ends seven days later on Friday at midnight.
- Overtime is only paid on hours worked. This does not include any paid time off.
- Overtime is paid at one-and-one-half employees' regular rate of pay.

## SHIFT DIFFERENTIAL

- Behavioral Health Workers and Assistant Shelter Managers are paid a shift differential for work performed between 10:00 PM and 6:00 AM.

## PAID TIME OFF

- Eligible employees will be paid for Paid Time Off as per the procedures described in Policy F-1, Paid Time Off.
- Employees will not be paid more hours than their standard workweek by utilizing any combination of hours worked and Paid Time Off.


## SHIFT SWITCH

- Employees may, with prior approval of the supervisor, "make up" time for an absence. Such time may be made up only during the same workweek in which the absence occurred. An approved Leave Request Form is to be submitted to Human Resources indicating the "shift switch".

## EXEMPT EMPLOYEES

- Exempt employees are not entitled to overtime pay, compensatory time, or shift differential. Exempt employees are compensated in a manner that anticipates they work whatever hours are necessary to accomplish their job duties.
- Improper deductions are strictly prohibited and Exempt Employees are to notify their supervisors or Human Resources immediately if this should occur.
- If there has been an improper deduction, it will be reimbursed by NFHC.


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## EXEMPT EMPLOYEES, continued

- Exempt Employees are paid the same amount each pay period unless certain deductions must be made, such as:
  - For absences of one or more full days, if the deduction is made in accordance with Policy F-1, Paid Time Off
  - To offset amounts employees receive for jury or witness fees, or for temporary military duty
  - In employees' initial or terminal weeks of employment if a full week is not worked
  - For unpaid leave taken by employees in compliance with Policy F-4, Leave of Absence

# PERSONNEL POLICY MANUAL

	<b>POLICY C-3</b> Page 1 of 1 Date: 09/01/2011
<b>Section: Compensation and Scheduling</b>	<b>SUBJECT: WORK SCHEDULES</b>
<b>Notes:</b> Replaces Policy 4.0, Work Schedules	

**PURPOSE:** To comply with the federal Fair Labor Standards Act

## **POLICY**

Supervisors are responsible for establishing work schedules appropriate for their respective departments in accordance with this policy. Changes to work schedules will be authorized by employees' supervisors with the needs of the agency and client care considered primary.

- NFHC's Women's Shelter operates 24 hours every day and does not close for holidays. 24-hour staffing is required for monitoring and care of NFHC's clients. Shift schedules vary to ensure coverage around the clock.
- NFHC's workweek consists of seven 24-hour periods. The week begins at 12:01 a.m. on Saturday and ends seven days later on Friday at midnight.
- Non-exempt employees are entitled to appropriate paid rest periods during the workday. If the length or frequency of rest periods negatively impacts a program, the matter will be addressed by the supervisor.


## **MEAL PERIODS**

- Full-Time non-exempt employees who are not direct service staff are permitted a one hour unpaid meal period each workday, during which they will be completely relieved of work duties. Should employees be expected to perform any work-related duties during the meal period, it is considered time worked, and paid as such.
- Direct service employees who monitor and provide care for NFHC clients as part of their job duties are not permitted to leave the premises for a meal period. However, eating while on shift is permitted.

## **EXEMPT EMPLOYEES**

Exempt Employees will be assigned a scheduled number of hours by their direct supervisor; however flexible work hours may be permitted at the discretion of their supervisor or the Executive Director. This may apply to Exempt Employees who worked an excessive number of hours in a prior pay period or who routinely work more than 40 hours in a workweek.

# PERSONNEL POLICY MANUAL

	<b>POLICY C-4</b> Page 1 of 2 Date: 09/01/2011
<b>Section: Compensation and Scheduling</b>	<b>SUBJECT: ATTENDANCE &amp; PUNCTUALITY</b>
<b>Notes:</b> Replaces Policy 5.4, Attendance and Punctuality	

**PURPOSE:** To ensure adequate coverage for all positions within Northland Family Help Center.

## POLICY

All employees are required to be at work, and on time, as assigned by their supervisor. This policy applies to all Northland Family Help Center employees.

### NON-SHELTER EMPLOYEES ABSENCES

- Non-shelter employees are required to call their supervisor or Human Resources within one-half hour of the start of their work day to report their absence. Failure to do so will classify such absences as No Call, No Show.
- Leaving a voice mail or sending an e-mail to the supervisor or HR prior to, or within one-half hour of the scheduled start time is an acceptable method of notification.

### SHELTER EMPLOYEES ABSENCES

- Direct service shelter personnel are required to first notify the On-Call Supervisor and/or Shelter Manager prior to the start of their shift to report an absence.
- For shelter coverage, when staff members are physically able, they will attempt to find coverage for a missed shift. If all avenues have been explored, it is the On-Call Supervisor's and/or Shelter Manager's responsibility to ensure coverage of shifts.
- Employees who are unable to call their supervisor are required to have someone else notify the supervisor.


### NO CALL, NO SHOW

- Defined as a missed day or assigned shift and no attempt to cover or replace staffing for that shift.
- Missed staff meetings or supervisions, without notification to supervisor, may also be considered a No Show.
- Day one and/or two of No Call, No Show may subject employees to disciplinary action.
- No Call, No Show for three consecutive days is considered job abandonment and may be considered a "Voluntary Separation."

### SHIFT SWITCH

- Behavioral Health Workers may switch assigned shifts. Both employees must first sign a Shift Switch Agreement form and submit it to the Shelter Manager for approval.
- Staff members participating in a shift switch are responsible to uphold the agreement.

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## **PUNCTUALITY**

- All NFHC Employees are expected to report for work at their assigned time.
- When employees recognize that they may be late reporting for work, they should make every effort to contact their supervisor as soon as possible.

NFHC reserves the right to monitor employees' attendance and/or tardiness rates. Should a pattern of excessive absenteeism or tardiness be observed, employees may be subject to disciplinary action, up to and including termination.

# PERSONNEL POLICY MANUAL

	<b>POLICY C-5</b> Page 1 of 1 Date: 09/01/2011
<b>Section: Compensation and Scheduling</b>	<b>SUBJECT: ON-CALL DUTY</b>
<b>Notes:</b> Replaces Policy 6.10, Pager Hours	

**PURPOSE:** To provide a benefit for employees serving as On-Call Supervisors

## **POLICY**

There will be an On-Call supervisor for the shelters at all times. Behavioral Health Workers on duty will direct questions or concerns to this person.

## **PROCEDURE**

- Supervisors will rotate On-Call duty among senior shelter employees.
- The On-Call supervisor must remain available by telephone and be able to return to work in a reasonable period of time as determined by the Clinical Director.
- Otherwise, the person on duty is free to pursue personal interests during the On-Call period.
- The On-Call supervisor will field questions from shelter workers, and notify the Shelter Manager when necessary.
- On-Call hours will be maintained on a Pager Log.

## **PAGER HOURS**

- Employees will receive four hours of paid time off (Pager Hours) at their regular rate for each week of On-Call duty.
- Pager Hours may be used alone or in conjunction with other PTO.
- Employees must receive prior approval from their supervisor to use Pager Hours. Their timesheets should be accompanied by a copy of the Pager Log, approved by the supervisor.
- Unused Pager Hours are not compensable upon separation from employment.
- If hourly employees work more than four hours in the performance of On-Call duty, they will be paid the difference at their regular rate of pay.