

## E 210 - HOURLY COMPENSATION

### **Policy:**

The Company, will maintain levels of compensation based on the employee's performance and the competitive market. The company's economic situation and the necessity of maintaining some uniformity among positions at the same level with the Company will be considered. To assure fairness of compensation to each employee, compensation ranges will be established for each job within the Company.

The actual determination of an employee's wage will be made by his immediate supervisor, subject to review by management. An employee's performance will be reviewed in writing at least once each year by his immediate supervisor to permit wage adjustments, if applicable, to be made effective the first pay period following the review.

Working hours will be determined by Senior Management. Overtime pay for hourly field and office employees will be governed by applicable federal standards. In compliance with the Fair Labor Standards Act, overtime at a rate of one and one-half times regular wages will be paid for hours physically worked in excess of 40 in one week. All overtime must be authorized in advance by employee's immediate supervisor.

Federal regulations require that if you are an hourly-paid employee you will be paid time and one-half for all hours worked in excess of 40 in a given week. This excludes time off, whether it is annual leave, a holiday, or any other time off. In other words, more than 40 hours must actually be actively worked, in order to receive overtime pay.

Field Service Technicians who are on-call Saturday and Sunday will automatically receive at least 4 hours of pay that is equivalent to 1 ½ times their hourly rate.

### **Procedures:**

Hourly employees will be paid weekly on Friday for the previous week's work.

All overtime must be authorized in advance by the employee's immediate supervisor. If not, the overtime pay could be denied.