

## **4.02 Pay Practices**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to pay wages and salaries in full compliance with all provisions of the Fair Labor Standards Act of 1938, as amended and administered by the Wage and Hour Division of the U.S. Department of Labor and to review wages and salaries annually.

### Procedure:

New employees are generally hired at a minimum rate assigned to their job. Recommendations for higher starting rate exceptions may be made based on the level of the employee's experience and/or education.

On each payday, employees will receive a statement showing gross pay, deductions, and net pay. City, State, Federal and Social Security (FICA) taxes are deducted as required by law. Voluntary deductions will also be made as authorized by the employee. Vacation pay will be issued on normal pay dates.

Overtime pay will be paid to non-exempt employees at the rate of one and one-half times the regularly paid hourly rate for all hours worked over 40 hours in any pay week. All overtime hours must be approved by management or disciplinary action may be taken.

Employees required to work on a holiday will be paid their regular hourly rate in addition to the regular pay for the holiday.

Severance pay will constitute only unused vacation time. Employees must have completed one year of employment and have vacation time for this payment to be made.