

## **401 Timekeeping**

Effective Date: 1/20/2006

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require FMC to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Employees that leave their worksite for personal reasons must submit a "Personnel Action Notice" (P-3) and have the P-3 approved by their direct supervisor and the Clearwater Office prior to leaving.

Employees that leave their worksite for work related reasons and will be away from that worksite for more than fifteen (15) minutes must submit a "Time Away from Property" P-9 to their direct supervisor and to the Clearwater Office prior to leaving.

Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

## **403 Paydays**

Effective Date: 4/01/2004

All employees are paid semimonthly on the 15th and last day of the month. Semimonthly payroll periods will end on the 8th and 24th day of each month. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a Saturday, checks will be issued on Friday and when a regularly scheduled payday falls on a Sunday or a holiday, checks will be issued the next day.

## **405 Employment Termination**

Effective Date: 9/1/1998

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- \* Resignation - voluntary employment termination initiated by an employee.
- \* Discharge - involuntary employment termination initiated by the organization.
- \* Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Since employment with FMC is based on mutual consent, both the employee and FMC have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

## **407 Severance Pay**

Effective Date: 9/1/1998

FMC provides severance pay to eligible employees whose employment is terminated for reasons that are not prejudicial to FMC, as determined by FMC in its sole discretion. Severance pay will be provided to the following eligible employee classifications:

- \* Regular full-time employees
- \* Regular part-time employees

Specifically excluded from benefits under this provision are employees who: were hired as temporary employees for a specified period of time; leave work due to a reduction in the work force; were offered but refused to accept another suitable position with the organization; were provided the opportunity to be retained for any length of time by a successor employer.

## **408 Pay Advances**

Effective Date: 9/1/1998

FMC does not provide pay advances on unearned wages to employees.

## **409 Administrative Pay Corrections**

Effective Date: 4/01/2004

FMC takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the event that an employee believes there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Payroll Department so that corrections can be made as quickly as possible. The employee should fax a memo to the Payroll Department stating what they believe to be in error and also fax a copy of the actual paycheck stub.

## **410 Pay Deductions and Setoffs**

Effective Date: 9/1/1998

The law requires that FMC make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. FMC also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." FMC matches the amount of Social Security taxes paid by each employee.

FMC offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Pay setoffs are pay deductions taken by FMC, usually to help pay off a debt or obligation to FMC or others.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, your supervisor can assist in having your questions answered.

## **482 Direct Deposit**

Effective Date: 2/1/2010

All Flynn Management Employees are required to have their paycheck deposited directly into their bank account.

All employees who participate in the direct deposit program will have their final pay issued in the form of a printed check. The last paycheck will not be directly deposited. The check will be released to the employee once any obligations to Flynn Management Corporation have been fulfilled including the return of any company property.