Payroll, Timesheets, Overtime, and Breaks

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<th><strong>Policy Owner:</strong> HR Manager</th>
<th><strong>Date Written:</strong> 10/1/2013</th>
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<td><strong>Policy Originated by (program or department):</strong> PTT</td>
<td><strong>Date Last Reviewed:</strong></td>
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<td><strong>Statutory or Regulatory Citation:</strong></td>
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Policy:
St. David’s Center Staff are responsible for filling out and submitting their timesheets to St. David’s Center as required, and for understanding St. David's Center pay cycle and adhering to the deadlines for submitting timesheets. St. David’s Center complies with all statutes and regulations regarding over time and break periods.

Procedure:

1. **Work Hours**
   St. David’s Center Minnetonka and St. Louis Park site are open from 7:00 a.m. to 6:00 p.m. Monday through Friday. Program leadership determines scheduled hours for their programs and departments based on the coverage needs of those various areas. Individual employee work schedules, therefore, depend upon the programming and business needs of the organization and are established by the employee’s supervisor.

   Work schedules for employees working at other St. David’s Center locations or in the community may differ from St. David’s Center office sites.

2. **Work Week**
   For St. David’s Center purposes, a work week begins at 12:00 AM Sunday morning and ends at 11:59 PM Saturday night. A full-time work week is defined as 40 hours of work per week for Center-based employees and Group Home Support Staff, and 48 hours of work per week for Personal Care Assistants, Waivered Services support staff and Supported Living Services staff.
3. **Time Keeping**
   
a. All non-exempt employees must accurately record time worked on a time card for payroll purposes. Employees are required to record their own time at the beginning and end of each work period, including before and after breaks. Filling out another employee’s time card, allowing another employee to fill out your time card, or altering/falsifying any time card will be grounds for disciplinary action up to and including termination. Salaried exempt employees also may be required to record their time for organization management and staffing purposes. Any errors on a time card should be reported immediately to your supervisor, who will attempt to promptly correct legitimate errors.

b. Center-based, exempt employees must complete a timecard biweekly. This timecard is to be completed with the dates any paid or unpaid time off was taken, the amount of time in hours, and the reason for that pay period. The timecards are due to the employee’s supervisor no later than the Monday following the last day of the pay period.

c. Non-exempt, field-based employees must complete a timecard weekly. This timecard is to be completed with the times the employee begins and ends work, including any unpaid break times for each day worked during the week. Timecards are due to the employee’s supervisor or other designated individual no later than the Monday following the week in which the work was performed.

d. **Time cards that are received late or without appropriate supporting documentation as determined by the program area will be paid at minimum wage.** Do not delay submitting a timesheet due to a lack of parent or caregiver signature. A staff member will still be required to obtain parent or caregiver signature, but may have to do so after submitting timesheets.

e. Work start and end times are to be rounded to the nearest quarter hour.

f. Group Home Staff must turn in one timesheet for each house worked at during each work week if applicable.

g. There are five ways for staff to submit timesheets, depending on the requirements of a particular program or department:
   
i. Complete an electronic timesheet via the Employee Portal.
   
   ii. Fax timesheets to St. David’s Center – Community Special Needs Services FAX: 1-866-821-0449. Please note: When you FAX in your timesheets, do not send an additional back-up copy. The faxed copy is all we need. You must retain a copy of a receipt that your fax was received in order to avoid a reduction in pay due to late timesheets.
   
   iii. Mail timesheets in Attn.: CSNS Payroll

   iv. **Bring timesheets** to the main reception area at either the Minnetonka or St. Louis Park sites during business hours, Monday through Friday 7:00 a.m. until 6:00 p.m.
v. **Drop off**, there is a mail slot next to the west employee door marked “Time Sheets”. This door is located directly under the address to our building on the Plymouth Rd side. You may drop your timesheets in the slot after business hours or when the building is closed due to holidays. You may also drop off your timesheets at the St. Louis Park site in the dropbox outside the door to the office.

4. **“Off the Clock” Work**

   a. No work shall be performed by non-exempt employees prior to “clocking in” at the beginning of their work day, during their lunch break when they are “clocked out”, or after they have “clocked out” at the end of their work day. If work is performed outside of a nonexempt employee’s scheduled work hours, the hours will be counted as work time and therefore paid, however the employee may be subject to disciplinary action up to and including termination. No one at St. David’s Center has the authority to ask, or encourage, or insinuate that you should work “off the clock”. If at any point you believe you are being pressed to work “off the clock” by anyone within the Organization, please notify PTT or the Executive Director immediately.

   b. Staff who work unauthorized hours will be subject to the St. David’s Center discipline process, which could lead to termination of employment. Examples of unauthorized hours are: Unapproved over-time, working after a Supervisor has informed staff that client services &/or employment are currently suspended, working when a client’s Service Authorization has expired.

   c. Pay does not continue to go to a closed account. St. David’s Center will delete direct deposit information, wait one pay cycle to set up a paper check and then contact the employee to request to submit new Direct Deposit information or they will automatically be enrolled in the pay card option.

5. **Pay Cycle and Pay Checks**

   a. The pay cycle is every other Thursday. If the pay date falls on a St. David’s Center holiday then the pay date will be on the Wednesday before. Please refer to the pay schedule for these dates.

   b. St. David’s Center offers Direct Deposit of pay checks to employees’ bank account(s) at any and all financial institutions that accept electronic funds transfer, are members of the federal reserve, and in the United States. The funds are credited to the account(s) each payday, and the employee may view their a statement online via the Employee Portal showing gross pay, net pay, all deductions and the same information that is attached to paper checks.

   c. If an employee closes an account to which s/he has authorized for Direct Deposit purposes, the employee must notify Payroll in advance of doing so. Failure to give proper notice will result in pay continuing to be sent to the closed account, rather than to the employee. Any other changes will also necessitate notifying Payroll.
d. St. David’s Center also offers Direct Deposit of pay checks to a pay card. The funds are credited to the pay card each payday, and the employee may view their statement online, via the Employee Portal. This shows gross pay, net pay, and all deductions.

6. **Services when Clients are Hospitalized**

   Staff cannot provide services to when a client is hospitalized or in out of home placement due to state regulations for Medical Assistance services. If a client is in the hospital, please contact a supervisor for further instruction.

7. **Overtime**

   a. Overtime is defined by the Federal Fair Labor Standards Act (FLSA) for non-exempt, Center-based employees as any time worked in excess of 40 hours in one work week. For non-exempt, Personal Care Assistants, Waivered Services Support Staff and Supported Living Services staff overtime is defined as any time worked in excess of 48 hours in one work week.
   
   b. Overtime is compensated at the rate of one and one-half times the normal hourly rate for all non-exempt employees. For employees who may incur overtime while working at multiple hourly rates, the overtime pay rate will be determined based on an average of the pay rates. Please consult with PTT for additional information.
   
   c. Overtime must be approved in advance by the employee’s supervisor. Employees who work overtime without approval will be subject to disciplinary action, up to and including involuntary termination.
   
   d. According to the FLSA regulations, employees in exempt positions are not eligible for overtime pay.

8. **Break Periods**

   a. St. David’s Center recognizes the need for breaks during the work day to allow employees brief time away from their workstations. The scheduling of breaks is determined by the supervisor to maintain appropriate staffing levels dependent upon program needs.
   
   b. Breaks may not be exchanged for late arrival, early departure or extended lunches.
   
   c. Breaks of less than 20 minutes are considered paid breaks. Breaks of 20 minutes or more are considered unpaid breaks.
   
   d. When Center-based employees are scheduled to work at least 8 consecutive hours in a day, they are allowed 30 to 60 minutes for a lunch break without pay. Length and scheduling of lunch breaks is determined by the employee’s supervisor to assure proper coverage within the department.
   
   e. Exempt, Center-based Break Periods

      i. Exempt, center-based employees may schedule their break periods including lunch around their responsibilities with supervisory approval to maintain appropriate staffing levels as determined by program need.
f. Non-exempt, Center-based Break Periods.
   i. Non-exempt, center-based employees may take daily breaks as scheduled with their supervisors.

g. Field-based Break Periods
   i. Field-based employees are often the only adults available to provide services to a program participant, and thus must schedule their own restroom and meal breaks accordingly.

**Violation of this Policy or Procedure**

No or only partial adherence to this policy or procedure may result in noncompliance with current regulatory requirements and subsequent penalties to St. David’s. Remediation for violators will include, but not be limited to, disciplinary action up to and including termination depending on the circumstances of the situation at the time.

**Reference or Attachment:**

ND: 4849-3410-3318, vl