



## Policy and Procedure # 701

### Employee Wages, Timesheets, and Compensation

Approval: /S/ Danielle Cook Effective Date: 1/19/2022

**POLICY:** Each department has its own staffing needs and requirements. Wage scales will be established on a department by department and job by job basis. Wages are paid in compliance with Department of Labor (DOL) requirements, state and federal minimum wage laws and the Fair Labor Standards Act (FLSA). Wage scales may be reviewed as needed.

The policies and procedures on the use of timesheets set forth below are designed to satisfy compliance with the Federal Wage and Hour Laws to protect both the employee and the employer.

#### Starting Wage Ranges

##### 1. Administrative/Maintenance:

- Executive Director wages are determined by the Board of Directors.
- Department Directors' wages are determined by the Executive Director.
- Human Resources Assistant \$19.30 to \$20.30
- Training Coordinator \$19.80 to \$20.80
- EFI Corporate Receptionist \$17.30 to \$18.30

##### 2. Residential:

- Residential Supervisor \$25.96 to \$26.96
- Direct Support Professional Team Lead (DSP Team Lead) \$17.80 to \$18.80
- Direct Support Professional (DSP) \$17.30 to \$18.30
- Quality Assurance Specialist \$19.30 to \$20.30
- Medical Coordinator \$19.30 to \$20.30
- Residential Scheduler \$19.30 to \$20.30
- Residential Client Specialist \$21.30 to \$22.30
- Residential Maintenance Technician \$19.30 to \$20.30

##### 3. Finance:

- Senior Finance Technician \$19.30 to \$20.30
- Finance Technician \$18.30 to \$19.30
- Client Funds Technician \$18.30 to \$19.00

##### 4. Vocational

- Vocational Supervisor \$25.96 to \$26.96
- Employment Consultant \$19.50 to \$20.50
- Job Coach \$18.00 to \$19.00
- Vocational Program Coordinator \$19.00 to \$20.00



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5. Starting wages for employees will be based upon previous experience in a similar field and/or years with the organization. All employees will start at the base pay for the position they are hired for unless they possess at least 2 years of experience within a similar field.
6. Pay Raises for Employees  
Hourly employees, who are FLSA non-exempt and overtime eligible, will be considered for a pay raise, after satisfactory completion of each employee's Six Month Probationary Period and again on the anniversary of the employee's hire date. Pay raises will be granted in percentage increments for all classifications based on the rate set in the yearly budget.
7. Pay Rates following a Demotion  
Employees who are demoted to a lower classification or pay rate, and/or accept a voluntary demotion through no fault of their own, may be able to retain their previous rate of pay based on the individual circumstance as recommended by the department director and as approved by the Executive Director. Demotions or reductions in pay which result from discipline are not subject to mitigation based on longevity with EFI or documented past performance.

#### PROCEDURE:

1. Pay periods are bi-weekly, with the pay week being from Sunday through Saturday. Pay periods end every other Saturday. Payday will be the following Friday.
2. Timesheets:
  - A. Employees will be responsible for the following:
    1. Maintaining an accurate daily record on his or her time record of hours worked and the correct allocated hours. All absences from work schedules should be appropriately recorded. Entries should be made daily.
    2. Obtaining approval for any overtime in the workweek.
    3. Signing and submitting the completed time record in the format required (electronic or paper) to the supervisor no later than Monday at 9:00 am. Timesheets can be delivered in person or put in the drop box at the Kimbel building :
      - a. DSPs and DSP Team Lead timesheets are due weekly, all other employee timesheets are due bi-weekly.
      - b. If a holiday falls on a Monday, timesheets will be due the next day the Kimbel building is open for business no later than 9:00 am.



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- B. Supervisors will be responsible for:
  - 1. Ensuring that employees reporting to him or her have the correct client allocation of hours, overtime, personal time or sick leave.
  - 2. Ensuring that all employees maintain accurate time records.
  - 3. Correcting timesheet errors to ensure employees are paid for time worked.
  - 4. Providing approval for overtime.
  - 5. Approving time records and submitting them to payroll.
- C. Employees who fail to follow the timesheet procedures will be subject to disciplinary action up to and including termination.
- D. Timesheets that are not turned in or turned in with errors may effect the availability of direct deposit. In the case where direct deposit is unavailable, a payroll check will be issued.
- 3. Pay Advances: EFI discourages wage payments other than on normal payroll dates. EFI also understands that there may be emergency circumstances that would justify a pay advance.
  - A. All pay advance requests must be approved by the Executive Director.
  - B. A request for a pay advance shall only be approved for an unforeseeable emergency which would cause severe financial hardship.
  - C. The employee's request may not be for an amount that would exceed 40% of the disposable income (gross wages minus mandatory taxes and deductions) owed to the employee at the time funds are advanced.
  - D. Pay advances may only be granted no more than once per quarter.
  - E. Any salary advance will be recovered in full from the employee's next regular paycheck.
  - F. All decisions regarding this issue are at the discretion of the Executive Director.
- 4. The workweek at EFI is from 12:01 a.m. Sunday through midnight Saturday. This workweek is consistently used when computing overtime.
- 5. Hours worked in excess of 40 during a Sunday through Saturday workweek are paid at 1½ times the employee's base pay rate (hourly employees only).
- 6. Employees who are scheduled to, and work on EFI designated holidays, will be paid at 1½ times the employee's base pay rate (hourly employees only).
- 7. In the event EFI issues an employee any type of reimbursement other than a payroll check or Electronic Funds Transfer (EFT), the employee will be responsible for depositing or cashing the check. In the event the check is not cashed or deposited or lost, the employee will be responsible for paying the fee to re-issue a new check.