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## Policy and Procedure # 701

# Employee Wages, Timesheets, and Compensation

Approval: /S/ Lisa Welander

Effective Date: 1/1/24

**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' salaries are determined by the Executive Director.
- Human Resources Assistant \$22.70 to \$23.70
- Human Resources Generalist \$24.00 to \$25.00
- Training Coordinator \$23.50 to \$24.50
- EFI Corporate Receptionist \$16.28 to \$18.75
- Janitor \$16.28 to \$18.75

#### 2. Residential:

- Residential Supervisor \$32.56 to \$34.56
- Residential Program Supervisor \$32.56 to \$36.00
- Residential Nurse \$40.00 to \$41.00
- Direct Support Professional (DSP)\$21.00 to \$26.25
- Community Engagement/ Respite Direct Support Professional \$21.55 to \$26.25
- Direct Support Professional Team Lead (DSP Team Lead) \$21.50 to \$26.75
- Medical Coordinator \$26.00 to \$27.00
- Residential Scheduling Supervisor \$32.56 to \$34.56
- Quality Assurance Specialist \$27.00 to \$29.00
- Residential Client Specialist \$25.00 to \$26.00
- Residential Maintenance Technician \$23.00 to \$24.00
- Residential Scheduling Coordinator \$24.00 to \$25.00

#### 3. Finance:

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- Senior Finance Technician \$24.00 to \$25.00
  - Finance Technician \$23.00 to \$24.00
  - Client Funds Technician \$22.00 to \$23.00
4. Vocational
- Vocational Supervisor \$32.56 to \$34.56
  - Vocational Trainer \$20.50 to \$22.50
  - Employment Consultant \$23.00 to \$24.00
  - FCS Employment Consultant \$24.00 to \$25.00
  - Job Coach \$22.00 to \$23.00
  - Vocational Program Coordinator \$22.00 to \$26.00
  - Vocational Program Assistant \$19.00 to \$20.00
5. Starting wages for employees will be based on previous experience in a similar field and/or years with the organization.
6. 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 pay reductions resulting 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. Clocking in and out via Paycom daily at the appropriate work location. All punches must be accurate and any changes that need to be made must have a punch change request added.
    2. All absences from work schedules should be appropriately recorded in Paycom via "Request time off" with the appropriate time off code.
    3. Obtaining approval for any overtime in the workweek.
    4. Approving their timesheet via Paycom no later than 9:00 am every Monday morning.

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5. All punch requests must be submitted no later than Monday at 9:00 am.
  - a. 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.
  
- B. Supervisors will be responsible for the following:
  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 affect the availability of direct deposit. If 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 that would cause severe financial hardship. Proof or documentation of the emergency can be requested prior to processing the pay advance.
  - 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 up to twice per calendar year.
  - 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.
  - G. No pay advances will be allowed on the last pay period of the year. This is to ensure accurate and timely processing of all end-of-year financial transactions.

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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.

### **Wage Scale and Wage Progression for Direct Support Professionals**

8. All new Direct Support Professionals shall be placed on the wage scale schedule outlined in Appendix A at the entry step unless they are credited with a step for prior experience. Employees will be credited for previous verifiable experience as a direct support professional, home care aide (HCA), certified nurse assistant (CNA), or an equivalent or greater medical license. Experience will be verified through the Employment Security Department (ESD).
9. Previous verifiable experience must be submitted within (30) days of employment.
10. If reported wages and hours are missing from an ESD report, the Human Resources Director has discretion in verifying the wages and hours with another employer in Washington State only.
11. New hires who have experience outside of Washington State must request the reported wages and hours from that state. The out-of-state reporting entity must be a state or federal agency similar to the ESD of Washington State.
12. Direct Support Professionals who were hired after 12/31/2023, who submit a current Certified Nurse Assistant License or an equivalent or greater medical license shall receive a one-dollar (\$1.00) per-hour differential for each paid hour.
13. Any employee who was active on 12/31/23 and remained active and submits a current Certified Nurse Assistant License or an equivalent or greater medical license shall receive a two-dollar (\$2.00) per hour differential for each paid hour.

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### Appendix A: Wage Scales for Direct Support Professionals

Step	Without CNA	With CNA
0-2080	\$21.00	\$22.00
2081-4160	\$21.25	\$22.25
4161-6240	\$21.75	\$22.75
6241-8320	\$22.00	\$23.00
8321-10,000	\$22.25	\$ 23.25
10,001-12,080	\$22.75	\$ 23.75
12,081-14,160	\$23.00	\$24.00
14,161- 16,240	\$23.25	\$24.25
16,241-18,320	\$23.50	\$24.50
18,321-20,400	\$23.75	\$24.75
20,401-22,480	\$24.25	\$25.25
Experience capped at 22,480 hours		