



Policy: Wage and Hour Policy

ChildNet Number: CN 009.077
Original Approved Date: June 16, 2010
Policy Revised Date(s):
Policy Sunset Date:
COA Standard(s): HR 5.01, 5.03, 5.05, RPM 1

Statement of Policy:

ChildNet fully complies with all applicable wage and hour laws in the administration of compensation to any employees covered by the Fair Labor Standards Act or the Florida Minimum Wage Law. ChildNet's efforts to do so depend on employee participation, integrity, accuracy, and promptness.

Board Chair's Signature: _____

Date: _____

11/15/10



Procedure: Wage and Hour Policy

ChildNet Number: CN 009.077
Original Approved Date: June 16, 2010
Procedure Revised Date(s): August 22, 2014
Procedure Sunset Date:
COA Standard(s): HR 5.01, 5.03, 5.05, RPM 1

Statement of Procedure:

A. Employee's obligation to ensure accuracy in payroll practices:

ChildNet depends on its employees to make sure they are correctly paid. It is their obligation to make sure they correctly report all the hours they work (including any overtime hours). If they believe they have not been correctly or fully paid for any time period, employees are required to notify ChildNet, in writing, by no later than the next payroll period. They should do so by sending a copy of their paycheck or pay stub for the period in question, with a written summary explaining why they believe they were not correctly or fully paid, to Talent Management, and indicate the item or amount they believe they are due. Employees should do this for each and every payroll period in which they believe an error, improper deduction, or incomplete payment has been made.

With respect to meal breaks, if an employee is required to take a meal break, that employee must do so and completely cease performing his or her job during the meal break period. If deductions for meal breaks are automatically made from an employee's pay, failure to take a meal break is considered to be "off the clock" work, which is unauthorized and a violation of this policy. If an employee is scheduled for a meal break and business circumstances or other reasons prevent that employee from taking a meal break, but the amount of time of the break was deducted from his or her pay, the employee must notify ChildNet, in writing, by sending a copy of the paycheck or pay stub for any date(s) he or she was unable to take a meal break and a note indicating why the employee was not fully paid, to Talent Management.

Under no circumstances is any employee authorized to work 'off the clock,' to fail to record complete hours worked, to falsify any time or work record in any manner, or to direct or participate with another employee in any of these acts. Failure to adhere to obligations above may lead to discipline up to and including termination.



B. Policy prohibiting deductions from compensation of salaried employees:

ChildNet prohibits any improper deductions from the compensation of any employee. Thus, every salaried employee will regularly receive his or her full compensation, less applicable wage-related taxes and other deductions authorized by the employee or required by law, subject to the limited exceptions set forth below.

A salaried employee's compensation will not be subject to reduction based on variations in the quality or quantity of the work performed by that employee, subject to the limited exceptions set forth below. A salaried employee will receive his or her full salary for every week in which the employee performs any work, without regard to the number of days or hours worked, but will not be paid for any workweek in which he or she performs no work. No deductions will be made from any salaried employee's compensation for absences occasioned by ChildNet or by the operating requirements of our business. If the employee is ready, willing, and able to work, deductions will not be made for time when work is not available.

The prohibition against deductions from the pay of a salaried employee is subject to the following exceptions:

1. Deductions from pay may be made when a salaried employee is absent from work for one or more full days for personal reasons, other than sickness or disability.
2. Deductions from pay may be made for absences of one or more full days occasioned by sickness or disability (including work-related accidents) if the deduction is made in accordance with our plan, policy or practice of providing compensation for loss of salary occasioned by such sickness or disability. Deductions from pay may also be made before the employee has qualified under the plan, policy or practice, and after the employee has exhausted the leave allowance there-under.
3. No deductions will be made from pay for absences of a salaried employee occasioned by jury duty attendance as a witness, or temporary military leave. An offset of any amounts received by an employee as jury fees, witness fees, or military pay for a particular week against the salary due for that week may be made.
4. Deductions from pay may be made for penalties imposed against an employee for violations of infractions of safety rules of major significance (i.e., those rules relating to the prevention of serious danger in the workplace or to other employees), if ChildNet concludes after its investigation that the employee committed such a violation.

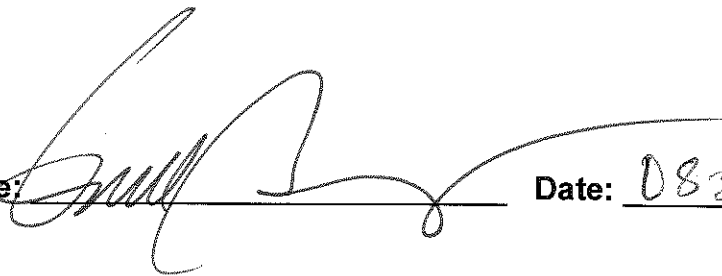


5. Deductions from pay may be made for unpaid disciplinary suspensions of one or more full days for violation of workplace conduct rules which are reflected in our written policies applicable to all employees (e.g., violation of our workplace violence policy or drug-free workplace policy), if ChildNet concludes after its investigation that the employee committed such a violation.
 6. Salaried employees in their first or last weeks of employment may not be paid their full salary, but instead will be paid a proportionate part of their employee's salary for the time actually worked.
 7. Salaried employees may not be paid their full salary for weeks in which the employee takes unpaid leave under the Family and Medical Leave Act. Employees will be paid a proportionate part of their salary for time actually worked.
- C. What to do if an employee believes an improper deduction has been made from his or her salary:

If an employee believes an unauthorized or improper deduction has been made from his or her salary or the salary of anyone that employee supervises, the employee is to notify ChildNet immediately by bringing the matter to the attention of his or her direct supervisor and Talent Management. If the employee would prefer not to raise the matter with his or her supervisor, the employee may direct his or her concerns to Talent Management.

If ChildNet concludes that the deduction was unauthorized or improper, the employee will be promptly reimbursed for any amount(s) incorrectly deducted. ChildNet prohibits retaliation by any person against any employee who raises any concern under this policy.

President's Signature: _____



Date: 08-27-14