



## Payroll and Timekeeping

C & R Management Company takes seriously its obligation to pay you properly and to make sure our pay practices comply in all respects with all federal, state, and local laws. This means you are entitled to be paid for all time worked. If for any reason you believe you have not been paid for all time that you have worked, you should immediately contact your manager or the Human Resources department at (801) 280-9299 and they will assist you in receiving pay for all hours worked.

**Tell us what's going on** - Please tell us when you change your address, telephone number, email address, legal name, emergency contact, or availability so we can update our records.

**Employment Classifications** - In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, we classify our employees as shown below. We may change employee classifications at any time.

- **Nonexempt.** Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.
- **Exempt.** Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay.
- **Full-time employee.** An employee who regularly works 30 hours or more per workweek. Full-time employees are currently eligible for company benefits and are subject to the terms, conditions, and limitations of each benefits program.
- **Part-time employee.** An employee who regularly works less than 30 hours per workweek. Part-time employees are currently ineligible for benefits except those required by law.

**Get paid** - We encourage participation in direct deposit, a free service where the Company will deposit your net pay directly to the financial institution of your choice. Contact Payroll or your manager to sign up for this convenient option. Employees are paid via direct deposit or pay card on a bi-weekly basis.

Pay day is every other Friday, for a total of 26 pay periods in a calendar year. On each payday, employees receive a statement showing gross pay, deductions, and net pay by logging into the payroll portal. Automatic deductions such as additional tax withholding and contributions to voluntary benefit plans may be arranged through Payroll.

The Company will not advance money early. Employees must inform Payroll of any changes to your bank account that will affect direct deposit prior to the last day of payroll or the employee will be charged \$10 to re-route deposit.

If you have any questions regarding payroll, please contact Payroll at (801) 280-9299.



**Overtime** - When required due to the needs of the business, you may be asked to work overtime. Overtime is actual hours worked more than 40 in a single workweek. Nonexempt employees are paid at the rate of one and one-half times their regular hourly rate for hours worked in excess of 40 during the established workweek. The established workweek begins at 12:01 a.m. on Monday and ends at 12:00 a.m. midnight on Sunday. Paid time off (PTO) including vacation, holiday, and sick days does not apply toward work time and are not included in overtime calculations. All overtime work must be approved in advance by a manager.

**Pay Deductions and Safe Harbor Exempt Employees** - We do not make improper deductions from the salaries of exempt employees. We comply with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

If an employee classified as exempt believes that an improper deduction has been taken from the employee's pay, the employee should immediately report the deduction to Human Resources. The report will be promptly investigated, and if it is found that an improper deduction has been made, the Company will reimburse the employee for the improper deduction.

**Clocking In and Out** - To make sure that you get paid for all time that you work, be sure to clock in before you begin any work and clock out only when you have finished all your work for the day. Do not clock out until your last task is completed.

Depending on the length of your shift, you may also be entitled to meal and rest breaks. Your manager should inform you about breaks at the start of your employment, so you know what to expect. If you have any questions about meal and/or rest breaks or concerns about whether you are receiving breaks, please notify your manager or Human Resources as soon as possible. We can work together to make sure you get the meal and rest breaks to which you are entitled.

Depending on the length of your shift, you may receive breaks. Be sure to clock in and out for rest and meal breaks. Because it is important that you receive pay for all hours that you work, do not punch in or out for anyone else and never let anyone punch in or out for you. Doing work while not clocked in is strictly prohibited. If you perform any work while not clocked in, you must keep a record of all time spent on work and provide it to your manager as soon as possible so your manager can make sure you are paid for all time worked.

**Errors and Corrections** - We all know that mistakes can happen clocking in and out. That's why all time clock punch reports are posted daily for your review. Be sure to correct any mistakes that occur as quickly as possible. If you made a mistake in clocking in or clocking out, or if you notice any other mistakes in your paycheck or on your time punch report, please contact your manager immediately. We will work with you to ensure that you get paid for all time you worked.



A member of your management team may also notify you if he/she believes there has been an error in recording your time. It is important that you understand the change your manager wants to make and that you agree with your manager before correcting your time record. You may be required to sign any payroll report as requested by your manager.

If you and your manager cannot agree on a correction to your time records, call your General Manager so that the issue can be resolved promptly. If you are still unhappy with the resolution, bring it to the attention of Human Resources at (801) 280-9299 as soon as possible so that the issue can be resolved and you can receive all of the pay you have earned without any delay.

C & R Management Company is committed to paying you for all time that you work and following all legal requirements for meal and rest breaks. If you believe that a manager is not living up to this commitment or perceive that anyone is interfering with your ability to record your time accurately and completely, please bring it to the attention of your Area Supervisor or Human Resources as soon as possible so that we can correct the situation quickly. All reports will be investigated, and appropriate corrective action will be taken. You will not be penalized for speaking up and the Company strictly prohibits retaliation against any employee who seeks to correct any pay errors or report any problems regarding our obligations to pay employees correctly.

*If you have questions, feel free to ask your manager or to contact the Human Resources department at (801) 280-9299.*