
POLICY

The Poverello Center, Inc. payroll administration is accomplished respecting and observing federal, state and local laws regarding payroll processing.

PROCEDURE

Payroll, Work Week and Pay Policies: For payroll purposes, the pay-period runs in a bi-weekly basis. You will be advised of your work hours by your supervisor. Hours of work may vary by individual department. Your own starting and ending times may be scheduled to vary from your department's working hours provided a flexible schedule can be approved by your manager. It should also be understood that exempt, salaried employees are often required to work beyond their regular hours without additional compensation. To receive Pay Time Off, HR/payroll must receive a request through ADP, approved by your supervisor/manager at least two weeks in advance.

Staff are responsible for recording and reporting accurate and complete work time to ensure the timely and accurate payment of salaries and wages and the processing of all TPC payroll disbursements and related deductions through ADP. Payroll Services ensures that the payroll transactions comply with generally accepted accounting principles and that all withholdings for taxes, benefits, wage attachments, and voluntary deductions are reported accurately. As an employee you are eligible for a number of valuable resources and employer sponsored programs. Our company has partnered with ADP Resource, a worldwide leader in employee and employer services, to bring you access to exclusive online tools and resources, great employee perks and discounts, an Employee Assistance Program (EAP) and more. Go online to:

- <https://resource-secure.adp.com/ts/login.do>, and
- Create your User ID and Password,

This secure web site enables you to track and view your personal payroll history, PTO's, W-2, 401-K and all your employment and personal information from any computer with an internet connection.

Per federal and state laws, income and social security taxes will be withheld from each employee's pay or wages. If you have any questions regarding deductions from your pay, contact Human Resources Department. Payroll checks will not be released to anyone other than the employee without prior written authorization to the Human Resources Department.

The ESC is staffed by experts who can answer any questions you might have regarding your paycheck, perks or related issues. We are here to help! The ESC is open Monday to Friday, 8:00 am to 10:00 pm, Eastern Time or is available via e-mail at esc_resource@adp.com.

Pay and compensation should only be discussed with Human Resources Department or management.

Biweekly Pay Period

The biweekly pay period begins at 12:01 a.m. on Monday and runs 14 consecutive workdays, ending at 12:00 midnight the second following Sunday. Staff in hourly-paid positions are paid

biweekly every other Friday, based upon that year's payroll schedule. When a payday falls on a holiday, paychecks will be issued on the preceding workday.

Paycheck Distribution

Paychecks can be picked up from the payroll representative or designee or can be deposited directly into a staff member's bank account (either checking or savings) every other Friday.

Pay Deductions

Staff performing exempt work at TPC University and Health System must be paid on a salary basis. Improper pay deductions from such staff members' salaries are prohibited. Thus, although subject to certain exceptions, staff performing exempt work must receive a full salary for any week in which they perform any work - without regard to the number of days worked or how well they perform.

Consistent with these regulations, TPC may take deductions from the salary of staff performing exempt work but only in the following situations:

- When an absence from work for one or more full days for personal reasons occurs due to reasons other than sickness or disability (and when vacation or paid-time-off accrual has been expended).
- When an absence from work for one or more full days occurs due to sickness or disability if deductions are made under a bona fide plan, policy, or practice of providing wage replacement benefits for these types of absences.
- When it is necessary to offset any amounts received as payment for jury fees, witness fees, or military pay.
- When penalties imposed in good faith for violating safety rules of "major significance" occur.
- When unpaid disciplinary suspension of one or more full days is imposed in good faith for violations of workplace conduct rules, such as rules prohibiting sexual harassment or workplace violence.
- When a proportionate part of a staff member's full salary is paid for time that a staff member actually works in the first and last weeks of a period of employment.
- When unpaid leave under the Family and Medical Leave Act occurs.

Deductions are allowed for certain types of absences (as described above) for "one or more full days." This means that a deduction may be taken from an exempt-status staff member's salary only in full-day increments. Deductions from salary for partial-day absences are not permitted under federal regulations – except for those occurring in the first or final weeks of a staff member's employment or for unpaid leave taken under the Family and Medical Leave Act.

Managers and supervisors should contact a Human Resources representative within TPC's Rewards and Recognitions office for answers to any questions regarding this policy. It is TPC's policy to comply with all FLSA regulations including the salary basis requirements of the FLSA.

Therefore, TPC prohibits all managers from making any improper deductions from the salaries of staff members performing exempt work. TPC desires that all staff be aware of this policy. TPC will not allow deductions that violate the FLSA.

If you believe that an improper deduction has been made from your salary, please report this concern to your direct supervisor or to Rewards and Recognitions immediately. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deductions made.

Direct Deposit: Direct deposit provides the convenience of having paychecks electronically deposited into checking or savings accounts. All staff are strongly encouraged to take advantage of direct deposit because in addition to being efficient and convenient, is the most reliable method of receiving pay. The Direct Deposit Authorization Agreement form is available on the Payroll website (ADP).

Health Insurance: Health Insurance through The Poverello Center, Inc. is supported by paying 80% of the cost of health insurance coverage through the Affordable Care Act for the employee only. Family coverage premiums must be paid by the employee in the amount of the difference between individual coverage and family coverage for the selected plan.

Dental Insurance: 100% of this offered coverage is paid by the employee, but the premium can be directed by the employee to be deducted from payroll monthly. The employee shall approach Human Resources to obtain information about initiating these benefits.

Retirement Plan 401-K: Benefits must be requested through HR.

Approvals:

Signature: _____ Date: _____

Tania Taveras, MBA HRM
Volunteer/HR Manager

Signature: _____ Date: 2/11/19

Thomas S. Pietrogallo, MSW/LCSW, MBA
Chief Executive Officer

BOD Approved Date: Pending Date Established: 06.11.2019 Date Reviewed: N/A