

## **Compensation Program**

The compensation program at Gathering Waters was created to achieve consistent pay practices, comply with federal and state laws, and reflect our commitment to Equal Employment Opportunity. Gathering Waters periodically reviews its salary administration program and restructures it as necessary. Employees should bring their pay-related questions or concerns to the attention of the Principal, who is responsible for the fair administration of pay practices. The Principal is also available to answer specific questions about the salary administration program.

## **Timekeeping**

Non-exempt hourly employees must accurately record their time worked. Employees are required to record the times that they begin and end their work, including break time. All overtime must be approved by non-exempt hourly employee's supervisor prior to their working overtime hours. Employees working a shift longer than five hours must have their shift include a 30 minute unpaid break.

## **Payment of Wages**

All employees are paid every other week, with a one week lag between hours worked and hours paid. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation. This will not impact the delivery of direct deposit paychecks.

## **Administrative Pay Corrections**

Gathering Waters takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Business Manager so that corrections can be made as quickly as possible.

## **Pay Deductions**

The law requires that Gathering Waters make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Gathering Waters also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Gathering Waters matches the amount of Social Security taxes paid by each employee. Gathering Waters offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from

their paychecks to cover additional benefits. If you have questions concerning why deductions were made from your paycheck or how they were calculated, please contact the Business Manager.

Gathering Waters will comply with all court-ordered pay garnishments, including those resulting from civil judgements, divorce proceedings, and repayment of liens, obligations, or back taxes.

Voted & Approved by BOT 2/17/2024