

		Policy Number: ER-015
Subject:	EXEMPT EMPLOYEE PAY - SALARY	
Section:	EMPLOYEE RELATIONS	
Effective Date: 11/01/2010	Review Date: 12/2015	
	Revised Date: 10/15/2010	
<input type="checkbox"/> New Policy	<input checked="" type="checkbox"/> Supersedes Policy Dated: 03/25/2010	
Issued by: HR Administrator	Concurred with and Approved by: Jim Burns, Director Initial: _____	
Cross Reference:		
Distribution:	All employees of Family Focus, Inc.	

PURPOSE

In accordance with the Fair Labor Standards Act regulations, exempt employees who are required to be paid on a salary basis may not have their pay reduced for variations in the quantity or quality of work performed.

PROCEDURE

Provisions mandated by the Salary Basis Rules:

1. Exempt employees normally must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. However, exempt employees need not be paid for any work week in which they perform NO work at all for the organization.
2. Deductions from pay cannot be made as a result of absences due to the circumstances listed below. Such improper pay deductions are therefore specifically prohibited by Family Focus, Inc., regardless of the circumstances
 - a. Jury Duty
 - b. Attendance as a witness
 - c. Temporary military leave.
 - d. Absences caused by the employer
 - e. Absences caused by the operating requirements of the business
 - f. Partial day amounts other than those specifically discussed below

3. The few exceptions to the requirement to pay exempt employees on a salary basis are listed below. In these cases deductions may be permissible as long as they are consistent with other company policies and practices.
 - a. Absences of one or more full days for personal reasons or sickness other than FMLA or disability are required to utilize vacation and/or sick time.
 - b. Partial days: All partial days must be approved by the Director. Vacation or sick time must be utilized for any regular work day for which less than 4 hours have been worked other than FMLA or disability. When vacation and sick time are exhausted, and the employee needs to work less than 4 hours on a regular work day the employee will be compensated for 8 hours and will initiate the Performance Improvement Process.

All excused time off must have prior 24 hour written authorization from the Director. Anything less than 24 hour notice will be considered an unexcused absence. Employees will be out of compliance with the Attendance policy (ER-004) when four unexcused absences occur within a four month period, the Performance Improvement Process will be initiated (ER-006).