

Vermont Catholic Charities, Inc.
Residential Care Homes Policies and Procedures

SUBJECT: Automated Time and Shift Differential Standards/Policy	Policy Number HR 0003
	Section: Salary Administration
	Sub-Section: Compensation
	Approved Date: March 1, 2010 Updated: August 21, 2012 Updated: October 1, 2017

1.0 PURPOSE

To provide a procedure for the reporting of time for all non-exempt (hourly) personnel who utilize the Automated Time and Attendance System. This policy also applies to positions whose services are needed to continue, without interruption On-Call, night shift, charge nurse aid, special care unit, and short call. Compensation shall only be given when an individual is assigned to those specific duties.

2.0 POLICY AND PROCEDURES

Vermont Catholic Charities, Inc will adhere to all federal and state regulations in terms of payment of employees for hours worked. The home has created premium pay and stipend pay for defined positions that have a direct impact on the care of the residents.

The DON will assign employees to the selected positions for the “premium pay” or “stipend” which are noted within this document.

An employee assigned to the selected positions will be considered to eligible for the “premium pay or stipend pay” and will receive payment only if authorized by the DON and Administrator.

The Administrator of the Home has the right to grant exceptions on this policy with a written justification and a copy to Human Resources and the Executive Director prior to payment. Any pre-existing compensation plans that were in place prior to this policy are subject to review under by the Administrator; Executive Director and Human Resources.

Any violation of this policy and procedure could lead to disciplinary action up to and including termination.

2.1 CLOCKING IN AND OUT

In accordance with the Fair Labor and Standards Act and administered by VCCI, the Homes have established a seven (7) minute grace period for rounding clock-ins and clock outs. This grace period begins seven minutes before the shift start time. An employee is not allowed to clock in earlier than seven minutes before the start of their shift. Likewise, there is a seven minute grace period to clock out after a shift ends. An employee should clock out no later than seven (7) minutes after the end of their shift. An employee must be paid for extra time worked in seven minute increments.

2.1.1 If an employee clocks in earlier than seven (7) minutes before the start of their shift, then the employee must be compensated for this time. Likewise, if an employee clocks out later than seven (7) minutes, then the employee must be compensated for this time.

2.1.2 Employees are expected to possess their time clock (ID) badge and properly clock in and out each day at their designated time. If an employee fails to clock in and/or out which results in a shortage on the employee’s pay check, the monetary adjustment will be included on the employee’s check on the next applicable payroll cycle. The departmental manager, supervisor or timekeeper must send a written explanation to the Payroll Office indicating the date(s) and hours missing along with a copy of the employee’s weekly time

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and attendance print out. The Payroll Office will not issue a separate check to an employee whose check is short due to their failure to clock in or out.

2.1.3 It is the expectation of the Homes that our employees arrive at the work site on time. Those who arrive late will be considered tardy, and should be counseled by their supervisor.

2.1.4 A thirty minute (30) meal break is automatically deducted from employees by the timekeeping system. During the 30 minute meal break, employees must be relieved of ALL work related duties. Employees are welcome to join the residents at a meal provided: (a) there is enough food for the residents to eat first, (b) the employee only takes 30 minutes for the meal break. This free food is considered a benefit to those working at the Home. When an employee leaves the premises, they must clock out and then back in once they return. Lunch will be credited for actual time off of the job or for the 30 minute standard lunch (whichever is greater), if the employee leaves the premises.

2.1.5 If an employee works through their meal break, the employee must be compensated for this time. The timekeeper must adjust (add) the 30 minutes (.5) back to the employee's time on the system.

2.1.6 Failure to follow procedures will lead to disciplinary action up to and including termination.

2.2 WORK SCHEDULES

2.2.1 Work schedules must be input into the Time Keeping System and posted for employees at minimum of 7 days prior to the work week beginning.

2.2.2 It is up to an employee to verify their work schedule thus ensuring they know what day and time to come to work.

2.2.3 Work schedules are strongly preferred to begin on the hour, quarter hour, or the half hour to ensure that the proper time calculations are performed by the timekeeping system.

2.3 NIGHT SHIFT DIFFERENTIAL

2.3.1 Night Shift differentials are used to compensate regular nonexempt staff members who normally work on the evening or night shifts. If four or more hours are scheduled between 11 p.m. and 7 a.m. (night shift), she/he may be eligible to receive extra compensation for those hours. The shift differential is added to an employee's overtime, holiday, vacation, and discretionary pay hours. The value of the shift differential is subtracted from the cash pay in order to determine if a pay rate is within bracket. Employees should discuss questions concerning shift differentials with their immediate supervisor. Employees in *selected positions* whose regular work schedule includes work on the Night shifts (11:00 p.m. through 7:00 a.m.) may be granted a shift differential, which consists an additional \$1.00 per hour worked. A minimum of four (4) hours must be worked during the 11:00 p.m. to 7:00 a.m. time period in order to qualify for this differential. Shift differential ends promptly at 7:00 a.m.

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2.3.2 The differential is applied only to hours worked which fall between 11:00 p.m. to 7:00 a.m., unless approved by the home administrator.

2.3.3 The Time and Attendance system manages compensation for the Employee. The Time and Attendance clerk does not need to input any compensation for night shift differential.

2.4 ON CALL PAY(Cash Payment through payroll)- Selected Positions

Non-Exempt employees who are required to be accessible for prompt return to work during scheduled time off may be paid at a certain established stipend for an On-Call status. On-Call compensation (cash payment through payroll, not to exceed a total of \$50.00 (fifty dollars) for the entire defined On-Call period, for non-exempt employees- *selected positions*.

2.4.1 Employees in *selected positions* whose regular work schedule that are considered “On-Call,” to cover Friday 2:30 pm through Monday at 06:00 am, should be paid a weekend “On-Call” differential on all hours worked and non-worked between 2:30 p.m. on Friday and 06:00a.m. on Monday.

2.4.2 Major Core Holidays (New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day) All MAJOR Holidays are observed by from 8:00 p.m. the night before until 6:00 a.m. the day after the Holiday.

2.4.3 An employee is considered On-Call when the employee is assigned On-Call duty and is available to report back to work-ready within 30 to 45 minutes. The employee is free to move about as he/she pleases, at his/her convenience, so long as he/she remains near an area where the “pager” will work and can report status via telephone on receiving the page and reporting time to work.

2.4.4 On-Call tour of duty may include face-to-face contact and/or when a clinician performs duties on the telephone such as conducting assessments, conducting crisis evaluations/interventions, or any other On-Call related matter. Realizing the DON or RN are the only individuals allowed to make final determination regarding a resident, the On-Call individual must contact the Triage Nurse if a situation rises whereby it directly impacts the resident. (See Appendix.)”

2.4.5 Wearing a beeper does not automatically designate an individual as being On-Call.

2.4.6 General availability of an individual who may be called in, in the event of an emergency is not considered On-Call.

2.4.7 If the employees weekly hours exceed 40 hours due to being scheduled On-Call and then called in to work, the home will pay according to federal regulations and pay overtime hours. If the employee and DON agree on taking an additional day off due to placing the employee into overtime hours, that will be allowed if the schedule permits the appropriate level of coverage.

The employee On-Call will not be required to work longer than 16 hours in this designated On-Call time period.

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2.4.8 Employees who are out sick will not qualify for On-Call pay.

2.4.9 The DON and/or the Administrator of the Home, does not qualify for On-Call pay.

2.4.10 Responsibility of Employee

The Administrator of the Home will be responsible for the uniform implementation and management of this policy. The DON of the Home, shall have the responsibility to:

- a. Schedule employees in a timely, fair and equitable manner.
- b. Post the approved policy to provide compensation of such services for all employees to view.
- c. Ensure the payment is managed correctly under FLSA rules and within the policies of Vermont Catholic Charities payroll.
- d. Submit to payroll with appropriate codes as required and within the workweeks the work is performed.

It is the responsibility of each employee assigned as “On-Call” to:

- a. Provide a current telephone number where he/she may be reached in case “pager” does not work.
- b. Be available and ready to return to his/her workplace within 30 to 45 minutes of receiving a call or page. When the employee returns to duty, the employee shall sign in and out per the payroll rules as well as receiving approval of the appropriate supervisor.
- c. Be available for immediate verbal consultation by phone or other methods of telecommunication.
- d. Understand their On-Call status ends and their duty status begins when they arrive per the scheduled days. No employee shall be considered to be in an On-Call status at the same time he/she is on duty or leave status. Coverage includes managing any and all clinical problems occurring during the On-Call coverage period.
- e. During the On-Call coverage period, the individual must be promptly available at all times, by beeper and respond to all pages. If the individual does not respond to the page within 20 minutes, the individual will not be considered On-Call and will not be paid. If this individual was the scheduled On-Call individual and does not respond, the individual must meet with the Administrator of the Home the next work day to discuss the issue and possible disciplinary actions to be taken.
- f. Any pages received will need to be responded to even if the call is for guidance/direction due to an issue at

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the facility or with a resident. While it may require clinical judgment, if there is any doubt regarding a resident’s status or stability, the individual On-Call must go in to personally evaluate and then contact the Triage Nurse on- call or the DON.

An employee assigned and scheduled to On-Call duty must report to the Home if contacted to be eligible for payment. If the employee is scheduled and not called they will receive the payment per the policy. If the employee is scheduled and does not respond they will not receive any compensation for the entire time period On-Call.

2.4.11 Call time ceases when the employee arrives back at the work site at the time of the clock in.

2.4.12 The Time and Attendance clerk will input On-Call pay. Procedures are in Appendix A.

2.4a ON CALL TRIAGE NURSE (RN/LPN)

2.4.1A Non-Exempt employees who are required to be accessible for Triage calls and possible prompt return to work during scheduled time off may be paid at a certain established stipend for an On-Call Triage status. On-Call compensation (cash payment through payroll, not to exceed a total of \$50.00 (fifty dollars) for the entire defined On-Call period, for non-exempt employees-*Triage On-Call*. (If the position is an exempt position it does not qualify for the \$50.00 stipend.)

2.4.2a The On-Call Triage Nurse primary responsibility is to be available via phone and if a situation arises that direct face to face contact is required with a resident, a staff member, and/ or family member the Triage Nurse will be required to return to the Home. If the Triage Nurse must return to the Home, they will be paid there regularly rate of pay for hours worked.

2.4.3a Triage duties to include phone calls, contact with staff, residents, family members and other critical contacts as needed. The Triage nurse will conduct assessments, conducting crisis evaluation/interventions, and other nursing related items as noted in “Notification Procedures for Triage Levels of Calls- Immediate; Next Business Day; Unnecessary.”

2.4.4a Triage On-Call will be shared between the DON and designated LPN’s on a rotational basis.

2.4.5a The Triage On-Call hours will cover from Friday 2:30 p.m. through Monday 6:00 a.m. Major holidays will be included in the rotation.

2.4.6a The Triage On-Call employee will notify the On-Call ***Selected Position employee*** that they are On-Call that weekend/holiday.

2.4.7a In cases where the clinical judgment of an RN is required the Triage LPN will contact the RN/DON or the Administrator of the Home if an RN.

2.4.8a The Appendix: **Reason to Contact Triage Nurse (On-Call) -Notification procedures for triage phone calls** reviews the type of calls that should be managed by the On-Call Triage employee. At any time although the *selected position On-Call* employee may feel free to call in cases where they are unsure on how to handle.

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2.4.9a In cases where there is a schedule LPN on the weekends working at the Home, there will be no On-Call Triage during that time.

2.5 CHARGE AID

2.5.1 It shall be the policy of each Level III Residential Care Home of Vermont Catholic Charities, Inc. that specifically assigned staff members may be required to work their normal shift in the capacity of Charge Nurse Aid. The Charge Nurse Aid compensation differential shall consist of an additional \$.75 (seventy-five cents) per hour in addition to the employee's current hourly rate of pay. Deviations to this policy regarding differentials must be approved in writing by the Executive Director or Director of Human Resources.

2.5.2 Employees who currently have this differential included in their hourly rate of pay are not entitled to this differential.

2.5.3 The Time and Attendance clerk will input charge aid pay. Procedures are in Appendix B.

2.6 SPECIAL CARE UNIT

2.6.1 A Special Care Unit consists of a floor in a Level III Residential facility which is occupied solely by Residents diagnosed with Dementia. It shall be the Policy of each Level III Residential Home of Vermont Catholic Charities, Inc. that specifically assigned staff may be required to work their normal shift on the Special Care Unit. Staff assigned to the Special Care Unit compensation differential shall consists of an additional \$.25 (twenty-five cents per hour) in addition to the employee's current hourly rate of pay.

2.6.2 A minimum of two hours must be worked in order to qualify for the additional \$0.25 for working in the Special Care Unit. The Time and Attendance clerk will input special care unit pay. Procedures are in Appendix C.

2.7 SHORT CALL

2.7.1 From time to time, scheduling conflicts may occur which require the Administrator to offer an additional incentive to an employee to encourage said employee to work an unscheduled shift. Every effort should be made to fill unscheduled shift vacancies with per diem or part-time employees. However, in the event that this is not possible, and all options are exhausted, a short call compensation of \$2.00 (two dollars) per hour can be authorized. This short call compensation can only be authorized in order to help persuade a short call employee to fill an unscheduled shift. In the event that an employee who works the unscheduled shift qualifies for overtime, during the affected pay period, the overtime pay shall preclude the \$2.00 (two dollar) pay differential.

The Short Call will only be utilized to:

- Avoid significant interruption,
- Avoid placing employees or the residents in unsafe situations, or
- Protect and/or provide emergency services to property or equipment or,
- Respond to emergencies with residents.

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Management should carefully weigh the costs and benefits of alternatives before authorizing short call pay. Reasonableness and fairness shall be exercised in administering this short call policy and procedure.

An administrator, in consultation with the Executive Director, may authorize a different Short Call payment option, but it must be placed in writing and submitted to Payroll and Human Resources.

2.7.2 An employee cannot work more than 16 consecutive hours.

2.8 SUBMISSION DEADLINE FOR PAYROLL/HOURS

Departments should complete their weekly close out on Mondays before 2:00 p.m. After completion the timekeeper should sign off as the supervisor approval. Signing off informs the Payroll staff that your department has completed the time.

3. TIME CLOCK POLICY (POSTED AT TIME CLOCK)

3.1. Time Clock Policy (non-exempt/hourly only)

In an organization such as Vermont Catholic Charities, Inc., rules are necessary for your protection as well as ours. The following policies must be adhered to at all times:

1. All work performed must be on the time clock.
2. All employees are expected to scan in for their scheduled work hours no earlier than seven (7) minutes prior to beginning of each work shift and no later than seven (7) minutes at the end of each work shift. Exceptions to this policy must be approved by the employee's supervisor.
3. Any departure from the normal work schedule, including overtime assignments, must be approved by your supervisor.
4. If for some reason you forget to scan your ID Badge, contact your supervisor immediately, who will notify the timekeeper for input.
5. Scan only your own ID Badge. Under no circumstances should an employee scan another employee's ID Badge.
6. A thirty minute (30) meal break is automatically deducted from employees by the timekeeping system. During the 30 minute meal break, employees must be relieved of ALL work related duties. If an employee leaves the premises for lunch, they must clock out before leaving, and clock back in upon their return. Lunch will be credited for actual time off of the job or for the 30 minute standard lunch (whichever is greater), if the employee leaves the premises.
7. If an employee works through their meal break, the employee must be compensated for this time. The timekeeper must adjust (add) the 30 minutes (.5) back to the employee's time on the system. The employee will need this authorized prior to working through their meal time.
8. If an employee leaves the premises for any reason (i.e. lunch, doctor's appointments, etc.), the employee must scan out when you leave and scan in upon return.

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9. All employees will be paid at the correct rate of pay. If you have a problem with your pay, contact your supervisor. If the problem is not resolved, you should speak with your Administrator, and if the problem is still not resolved contact the Human Resources Department.
10. Employees who consistently miss time clock entries (do not scan the clock) will be subject to disciplinary action up to and including termination.
11. If an employee does not abide by number 10 noted above, the following are the disciplinary steps, of which, the organization if deemed necessary, has the right to terminate prior to steps A, B, and C.
 - a. In the event an employee fails to scan the clock at the required time a warning letter will be issued and the employee counseled regarding the policy.
 - b. If the employee does alert their supervisor they did not scan the clock they will be counseled on this.
 - c. In the event that an employee again fails to adhere to the policy on not scanning the clock per their scheduled hours, a second warning letter will be issued and the employee will be advised that a third warning could result in termination.
 - d. A third incident with not scanning the clock will result in disciplinary action up to and including termination of employment.
12. Numbers 1-9 noted above, employees are subject to disciplinary actions up to and including termination.
13. Per the Vermont Department of Labor Title 21, Chapter 5, 384 (4), 80 hours in a bi-weekly pay period are considered overtime.

The Time Clock Policy will be signed by all employees and posted by the time clock.

4. QUARTER-HOUR ROUNDING (posted at time clock) – Policy of Hours Calculation - What It Means

4.1.1 The numbers of hours worked by hourly employees are calculated using the Quarter-hour rounding method. This means that an employee’s arrival and departure times are rounded to the closest quarter of the hour when calculating the timesheet. (If an employee leaves the building for lunch and scans out/in this process is also used for calculating time.)

Using 8:00 a.m. as an example, employees will be paid from 8:00. 8:15, 8:30, 8:45 or 9:00.

If an employee arrives or leaves between:

- :00 to :07 minutes after the hour, calculate from the top of the hour.
- :08 to :22 minutes after the hour, calculate from quarter after the hour.
- :23 to :37 minutes after the hour, calculate from the half hour.
- :38 to :52 minutes after the hour, calculate from three quarters past the hour.
- :53 to :60 minutes after the hour, calculate from the top of the hour.

Examples:

An employee scans the clock when arriving at 8:07 a.m. this calculates to 8:00.

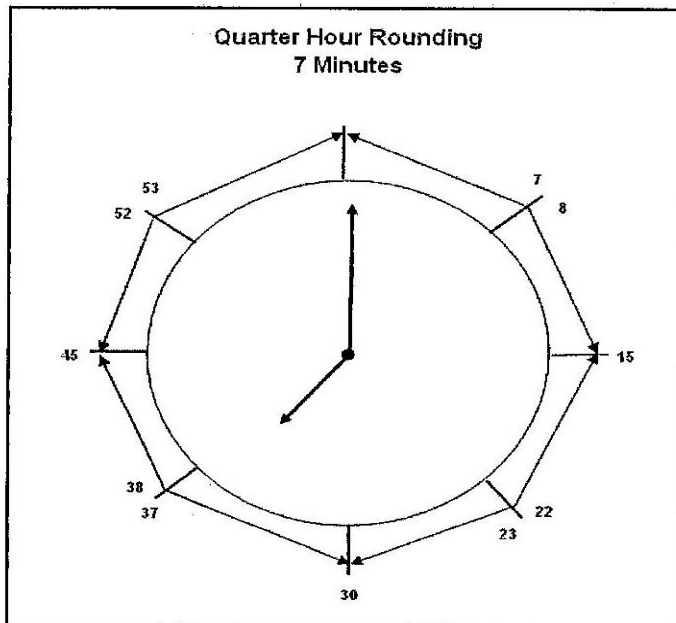
An employee scans the clock when arriving at 8:08 a.m. this calculates to 8:15.

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An employee scans the clock when arriving at 8:23 a.m. this calculates to 8:30.
An employee scans the clock when arriving at 8:38 a.m. this calculates to 8:45.
An employee scans the clock when arriving at 8:53 a.m. this calculates to 9:00.



5. Break/Rest Periods

The Homes will provide a “rest period/break” to promote the effectiveness and quality of care provided by the employees. The employee’s first objective is to ensure the residents are cared for prior to any rest period/break, therefore, a rest period/break will only be provided when the resident’s needs are met.

The following guidelines will be adhered to by all employees regarding “rest period/break”.

1. The employee break schedule is subject to management discretion based on the requirements of the Residential Care Facility.
2. Employees may be allowed to take one paid work break if their regular duty schedule calls for four (4) hours or more of continuous work. Rest breaks should be taken in the middle of a 4 hour work period

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insofar as it is practicable to do so. Break periods, such as coffee, snack or rest breaks, are compensable rest periods and cannot be excluded from hours worked as bona fide meal periods.

3. Administrators/supervisors are encouraged to provide work breaks. However, there may be a situation that makes this impractical. Breaks are subject to certain restrictions:
 - (a) No break should be taken until at least one **(1)** hour after starting time.
 - (b) Break periods will be limited to a maximum of *ten* **(10)** minutes or less.
 - (c) Work breaks may not be combined to allow for a longer break period.
 - (d) Employees may not take a break at the end of a scheduled workday in order to leave early.
 - (e) No additional pay will be given to employees who do not take a work break.
 - (f) Break time cannot be accumulated.
 - (g) Work breaks may not be used to extend a lunch break.
 - (h) Employees who work 3 ½ hours or less do not qualify for a rest break.

Example: Eight **(8)** hours worked – Morning -Ten **(10)** minutes; Lunch; Afternoon -Ten **(10)** minutes or less.

Example: Seven hours worked – work at least one hour then may take one Ten**(10)** minute break at some point during the day; lunch typically mid-day.

Example: Four **(4)** hours worked; work at least one hour then may take one Ten **(10)** minute break at some point during the four hour shift.

Example: Three **(3)** ½ hours worked; no break.

4. Employees will inform their supervisor prior to going on break, although, at times a circumstance may arise that will not allow a break for the scheduled shift.
5. Employees working on the Special Care Unit should coordinate with management to ensure a timely and safe break process.
6. Employees who abuse the rest period / break will be counseled by their supervisor. If break time exceeds the ten (10) minute allowed time it may be deducted from the employees' paycheck.
7. Employees who are smokers must follow these guidelines and will not be given additional time for smoke breaks.
8. Employees who carry personal cell phones are asked to use their cell phone during their break or lunch time provided. No cell phone use is permitted during work time unless it is an emergency.

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Any violations of this policy will result in disciplinary action up to and including termination.

**This policy replaces, revokes, and rescinds all former policies, therefore, any modifications or changes to the utilization and administration of those policies is superseded by this new plan.*

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APPENDIX A Procedure to Input On call and Short Call Pay

- A. D.O.N to complete the On Call, Short Call Authorization Form for employees who are eligible.
- B. Administrator signs form and provides to the Time and Attendance Clerk at the Home.
- C. The Time and Attendance Clerk will input under supplemental earnings (hrs "short/on call x \$2.00 hr = x).
- D. The Time and Attendance Clerk will send copy to Payroll manager at the main office.

APPENDIX B

1. Individuals assigned as charge aids will have job code 5505 which is entered in the EZ Labor Manager schedule for the hours they are assigned as charge. This is done while inputting the schedule by the Time & Attendance clerk.
2. At the end of each pay period, Time & Attendance clerk will run a report from EZ Labor Manager to get the list of employees who are scheduled to receive the charge aid differential for that pay period.
To create this report the first time:
 - a. Click on the "Reports" link in the upper right hand corner of EZ Labor Manager
 - b. Select the "Timecard Report" and click on the Edit link (the pencil icon)
 - c. Give the report a Name and Title of "Time Card Filtered by Job Code 5505"
 - d. For time frame, choose "Current Pay Period" from the pull down list
 - e. Employee Status should be set on "All active employees"
 - f. Create a filter for the report by selecting "Job" from the pull down list.
 - g. The filter will be "Job" equals 5505 (select 5505 from Selected Values list). Click on "Add Filter."
 - h. Click on "Save & Preview" to preview the report and save it in your own list of customized reports.
3. After this report has been created, it will appear in your list of available reports automatically.
4. Time & Attendance clerk should review the report for accuracy, making sure that all scheduled charge time was in fact worked by the scheduled individual. If the scheduled charge aid did not work the shift, the correction must be made to put the charge aid code (5505) in for the staff person who covered the shift and remove it for the person who did not.
5. Time & Attendance clerk will enter the charge aid differential pay in EZ Labor Manager under Supplemental Earnings for the employees who earned it.
 - a. Go to the Timecard Manager screen for that employee
 - b. Click on the link Supplemental Earnings
 - c. Enter the last day of the pay period as the pay date; use the code "Charge" for Earnings Code and enter the total differential earnings amount
6. Payroll Manager will also run the Timecard Report for job code 5505 as outlined above and verify that the Time & Attendance clerk entered the correct amount of charge differential earnings for the correct employees. This will provide an independent check of the accuracy of the calculation and the data entry.

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Vermont Catholic Charities, Inc.
Residential Care Homes Policies and Procedures

SUBJECT: Automated Time and Shift Differential Standards/Policy	Policy Number HR 0003
	Section: Salary Administration
	Sub-Section: Compensation
	Approved Date: March 1, 2010 Updated: August 21, 2012 Updated: October 1, 2017

- Any discrepancies discovered by the Payroll Manager must be fixed by either the Time & Attendance clerk or the Payroll Manager prior to the deadline for payroll submission for that pay period.

APPENDIX C

- Individuals assigned to work in the Special Care Unit will have job code 5901 (for a full-time employee) or 5902 (for a part-time employee) entered into in the EZ Labor Manager schedule for the hours they are assigned to the Special Care Unit. This is done while inputting the schedule by the Time & Attendance clerk. (Per Diem employees do not qualify for this differential).
- At the end of each pay period, Time & Attendance clerk will run a report from EZ Labor Manager to get the list of employees who are scheduled to receive the Special Care Unit differential for that pay period. (note those who a minimum of 2 hours qualify, if less than 2 hours do not qualify for the premium.)

To create this report the first time:

 - Click on the “Reports” link in the upper right hand corner of EZ Labor Manager;
 - Select the “Timecard Report” and click on the Edit link (the pencil icon);
 - Give the report a Name and Title of “Time Card Filtered by 5901 and 5902;”
 - For time frame, choose “Current Pay Period” from the pull down list;
 - Employee Status should be set on “All active employees;”
 - Create a filter for the report by selecting “Job” from the pull down list;
 - The filter will be “Job” equals 5901 and 5902 (select these codes from the Selected Values list). Click on “Add Filter;”
 - Click on “Save & Preview” to preview the report and save it in your own list of customized reports.
- After this report has been created, it will appear in your list of available reports automatically.
- Time & Attendance clerk should review the report for accuracy, making sure that all scheduled Special Care Unit time was in fact worked by the scheduled individual. If the scheduled employee did not work the shift, the correction must be made to put the Special Care Unit code in for the staff person who covered the shift and remove it for the person who did not.
- Time & Attendance clerk will enter the Special Care Unit differential pay in EZ Labor Manager under Supplemental Earnings for the employees who earned it. Steps:
 - Go to the Timecard Manager screen for that employee;
 - Click on the link Supplemental Earnings;
 - Enter the last day of the pay period as the pay date; use the code “SPECIAL CARE” for Earnings Code and enter the total differential earnings amount.
- Payroll Manager will also run the Timecard Report for job codes 5901 and 5902 as outlined above and verify that the Time & Attendance clerk entered the correct amount of Special Care Unit differential earnings for the

Approved by:	Original Effective Date: 8/1/2010	Revision no: 1 (Added breaks and Triage On-Call) 2 (On call pay, Short call and Triage On-Call Update)	Page:13 of:14
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correct employees. This will provide an independent check of the accuracy of the calculation and the data entry.

- Any discrepancies discovered by the Payroll Manager must be fixed by either the Time & Attendance clerk or the Payroll Manager prior to the deadline for payroll submission for that pay period.

ON CALL PAYMENT –To be handed to the T&A clerk

PAYMENT FOR ON-CALL for pay period: _____

NAME: _____

WEEKEND DATE: _____

DON signature: _____ **Date:** _____

Administrator signature: _____ **Date:** _____

APPENDIX D

Reason to Contact Triage Nurse (On-Call): Notification procedures for triage phone calls.

See separate document for Appendix D.

Effective: 8/21/12; Updated 3/11/16

Appendix to: Automated Time and Shift Differential Standards/Policy

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