

## 2023 Integration & Infrastructure Team Payroll Procedures

In order to continue to work the flexible alternate work week of four ten-hour days please read and agree to the following statements. Please note there may be some non-AGCOMM projects that require five eight-hour work weeks. Your supervisor will let you know your project schedule at the beginning of each new project.

The following payroll procedures must be followed while completing your daily timesheet.

### **Payroll Procedures**

As a Crown Integration & Infrastructure (I&I) employee you are categorized as a non-exempt employee who works four ten- hour days each week to accommodate the client's schedule. Crown will pay you time and half for any hours worked in excess of ten hours per day or over 40 hours in a work week. The work week will run from Monday through Sunday each week and will start at 12:00 AM each day and end at 11:59 PM. Any hours worked after midnight each night should be recorded into the next day. (*e. g. The workday begins at 3 pm on Monday and ends at 1 am. Employee would record nine hrs on Monday and one hr on Tuesday (plus any additional hours worked on Tuesday).*)

Please note that ALL overtime hours must be approved by the client and the Crown program manager in advance.

**For safety concerns you should not work more than twelve hours per day unless it is absolutely necessary and has been approved by the client and Crown program manager in advance.**

**You should only log actual hours worked on a daily basis on your Crown time sheet.**

### **How to record hours worked**

The employee should identify the type of pay he expects to be compensated for on the timesheet, and the location of where the work was performed, the program manager must approve each timesheet. The types of pay include: regular pay, overtime pay, hazard pay and night differential pay. Each type of pay should be identified on a separate line on the employee timesheet. if you need to have the code added to your timesheet, let your manager know.

**Pay Codes** - While filling out your timesheet, please be sure to use the correct Pay Code. The default will be "R" for regular hours but be very careful in using any others. Here is a list of the codes and what they should be used for:

**Regular pay (Code R)** – Should be used for all normal hours worked.

**Overtime pay (Code O)** - Should be recorded as O and includes any time worked after ten hours a day or 40 hours a work week. This will be paid at time and a half the employee's regular rate of pay. Every effort must be made to obtain approval from your immediate supervisor in advance for overtime hours.

**Double-time pay (Code DT)**- Should be recorded as DT and includes any time worked after twelve hours a day. This will be paid at double your regular rate of pay. Every effort must be made to obtain approval from your immediate supervisor in advance for double time hours. ***This is only for employees who both live and work in CA, and for non-CA resident employees when they work in CA.***

**Hazard pay (Code HP)** - Is paid when the employee is working over fifty (50) feet above the base level, ground, deck, floor, roof, etc., under open conditions, if the structure is unstable or if scaffolding guards

or other suitable protective facilities are not used, or if performed under adverse conditions such as snow, sleet, ice on walking surfaces, darkness, lightning, steady rain, or high wind velocity (as per OSHA starting at 30mph) - should be recorded as HP. Hazard pay will be paid at 1.25 times the employee's hourly rate. The employee should record HP for only the hours worked under hazardous conditions. **(This is an update – it used to be paid in blocks of 5 hours, it is not anymore).**

**Hazard Pay OT (Code HP1)** - Is paid when the employee is working over fifty (50) feet above the base level, ground, deck, floor, roof, etc., under open conditions, if the structure is unstable or if scaffolding guards or other suitable protective facilities are not used, or if performed under adverse conditions such as snow, sleet, ice on walking surfaces, darkness, lightning, steady rain, or high wind velocity (as per OSHA starting at 30mph), while working at OT hours - should be recorded as HP1. The employee should record HP1 for only the hours worked under hazardous conditions at OT – no blocks of time. This will be paid at 1.75 times the regular rate of pay. Every effort must be made to obtain approval from your immediate supervisor in advance for overtime hours.

**Hazard Pay DT (Code HP2)** - Is paid when the employee is working over fifty (50) feet above the base level, ground, deck, floor, roof, etc., under open conditions, if the structure is unstable or if scaffolding guards or other suitable protective facilities are not used, or if performed under adverse conditions such as snow, sleet, ice on walking surfaces, darkness, lightning, steady rain, or high wind velocity (as per OSHA starting at 30mph), while working at DT hours. The employee should record HP2 for only the hours worked under hazardous conditions at DT – no blocks of time. If you are working in CA and eligible for double time pay during Hazard Pay, this will be paid at 2.25 times the regular rate of pay. Every effort must be made to obtain approval from your immediate supervisor in advance for double time hours.

**As always, if team-members do not feel comfortable that high up during high winds, they do not have to be up there as your safety is most important, and the work may be postponed as approved by the manager.**

**I&I Night Differential Pay (Code NN)** – The employee should use the code NN in circumstances where the employees are required to work from 6 pm to 6 am. The employee will receive 1.10 times their regular rate of pay.

**I&I Night Differential OT (Code NN1)**- The employee should use the code NN1 in circumstances where the employees are required to work from 6 pm to 6 am and eligible for OT. When working OT during Night Differential pay, this will be paid at 1.6 times the regular rate of pay. Every effort must be made to obtain approval from your immediate supervisor in advance for overtime hours.

**I&I Night Differential DT (Code NN2)** The employee should use the code NN2 in circumstances where the employees are required to work from 6 pm to 6 am and eligible for double-time. If you are working in CA and eligible for DT during Night Differential pay, this will be paid at 2.10 times the regular rate of pay. Every effort must be made to obtain approval from your immediate supervisor in advance for double time hours.

**NIGHT HAZARD (Code NH)** – *This is a combination of Night and Hazard Pay.* To be used if you are working at night, from 6 pm until 6 am AND working in hazardous weather conditions such as: when the employee is working over fifty (50) feet above the base level, ground, deck, floor, roof, etc., under open conditions, if the structure is unstable or if scaffolding guards or other suitable protective facilities are not used, or if performed under adverse conditions such as snow, sleet, ice on walking surfaces, darkness, lightning, steady rain, or high wind velocity (as per OSHA starting at 30mph). Night Hazard pay will be paid at 1.35 times the employee’s hourly rate. The employee should record NH for only the hours worked under night and hazardous conditions.

**Night Hazard OT (Code NH1)** This is a combination of Night and Hazard Pay. To be used if you are working at night, from 6 pm until 6 am AND working in hazardous weather conditions such as: when the employee is working over fifty (50) feet above the base level, ground, deck, floor, roof, etc., under open conditions, if the structure is unstable or if scaffolding guards or other suitable protective facilities are not used, or if performed under adverse conditions such as snow, sleet, ice on walking surfaces, darkness, lightning, steady rain, or high wind velocity (as per OSHA starting at 30mph), and working over-time. Night Hazard OT pay will be paid at 1.85 times the employee’s hourly rate of pay. Every effort must be made to obtain approval from your immediate supervisor in advance for overtime hours.

**Night Hazard DT (Code NH2)** This is a combination of Night and Hazard Pay. To be used if you are working at night, from 6 pm until 6 am AND working in hazardous weather conditions such as: when the employee is working over fifty (50) feet above the base level, ground, deck, floor, roof, etc., under open conditions, if the structure is unstable or if scaffolding guards or other suitable protective facilities are not used, or if performed under adverse conditions such as snow, sleet, ice on walking surfaces, darkness, lightning, steady rain, or high wind velocity (as per OSHA starting at 30mph), and working double-time. Night Hazard DT pay will be paid at 2.35 times the employee’s hourly rate if they are working in CA and eligible for double-time night hazard pay. Every effort must be made to obtain approval from your immediate supervisor in advance for double time hours.

**\*\*If you do any work in CA, only while in CA, will the double time hours apply and the Friday, Saturday, Sunday rule apply**

Double-time pay (Code DT) - For those employees who work some hours in CA - Only when working in CA will the double-time rule apply. You will receive double time for any hours worked in excess of twelve - hours per day. It will be up to the employee to ensure the timesheet is filled out correctly. Use (Code DT) Every effort must be made to obtain approval in advance of for double-time hours.

**Friday, Saturday and Sunday Pay for employees working in CA:** Assuming the employee working in California has worked a full 40 hours by the end of Thursday – and if the employee works on Friday, Saturday and Sunday of that same week in CA, the employee will receive one and one-half the regular rate for the first 0-8 hours. For time worked beyond hour 8 in a work day, they receive double the regular rate.

In addition, for employees working in CA, if the pay period date ends on a Thursday, and the employee works the Friday, Sat or Sunday of that same week in CA, but a new payroll week begins, the employee will need to make sure the hours are correctly recorded onto the new timesheet at eight hours OT, and the following DT hours. (i.e. if the payroll ended on Thursday,

September, 15 and the employee works ten hours on Friday, September 16<sup>th</sup>, on the new timesheet (9/16 – 9/30) the employee will record eight hours of overtime (O) and two hours of double-time (DT) for Monday, Sept 16<sup>th</sup> and note in the comment section this is due to CA OT laws.

**Summary** - The employee should record the number of regular time hours and then the actual number of hours at overtime, hazard pay or differential pay on a separate line for each type of work completed, in addition to where the work was completed. At the bottom of the timesheet grid the total should equal the hours worked. All codes should have the appropriate charge code and labor category noted on the timesheets. It is the employee's responsibility to ensure the timesheet is filled out correctly so they will be paid correctly.

### **Holiday Pay**

Effective immediately, the following procedures will be in place for holiday pay.

**When the holiday falls on the Mon-Thursday work day:** During a week when there is a scheduled eight hour holiday ***on the Mon-Thursday work day***, the employee should:

Take the eight-hour holiday and record eight hours of holiday on your timesheet. If the employee would like to make up the two additional hours of holiday pay it must be done within the same pay period. Because the employee wants to continue the four ten-hour days, and the employee agrees, the two additional hours will be paid at regular straight time pay.

**When the holiday falls on a Friday:** During a week when the scheduled eight-hour holiday falls on a ***Friday***, the employee should:

Record eight hours of holiday pay on the Friday date. If the employee would like to float the holiday it must be done during the same pay period, and be paid eight hrs of holiday pay, they can make up the two additional hours of holiday, also during the same pay period, and it is understood and agreed on that this time will be paid as regular straight time pay also.

