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Policy Number 160

BACHMAN MACHINE COMPANY CORPORATE POLICY

Effective Date: 08-11-2014 Supersedes Policy No.: 160 Rev. B
Dated: 06-03-2014

SUBJECT: OVERTIME ASSIGNMENTS & CALCULATIONS

Objective: The objective of this policy is to establish the guidelines by which overtime assignments are scheduled and/or assigned and to designate what factors are included in the calculation of an employees overtime pay.

Scope: This policy applies to all locations of the Bachman Machine Company and to all subsidiary operations.

Policy Statement: When operating requirements or other manpower needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. All hourly, non-exempt employees who are requested or assigned to work overtime hour will be paid time and one-half their straight time rate for all hours worked in excess of forty (40) hours in a work week.

Overtime compensation is paid to all non-exempt employees in accordance with Federal and State wage and hour regulations and restrictions. Whenever possible, advanced notification of any mandatory overtime assignments will be given to employees.

Overtime When Working On A Holiday: If an employee is asked or required to work on a Company recognized holiday, he/she will receive eight (8) hours of holiday pay PLUS double-time for each hour worked.

Overtime Assignments: All voluntary overtime work must receive the departmental supervisor's prior authorization. All scheduled overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. First priority for overtime assignments will go to "The Man On The Job", then to the next most qualified employee.

Failure To Work Overtime Assignments: Any employee who fails to work a scheduled overtime assignment or works overtime without prior authorization from the supervisor may be subject to disciplinary action, up to and including termination of employment. Once an employee agrees to voluntarily work an overtime assignment, that employee is considered to have been scheduled to work that overtime assignment. If the employee fails to work the voluntary assignment, that workday will be considered as an absence from work under the absenteeism and punctuality program.

Additional Overtime Calculations: Overtime pay will be based upon actual hours worked in the workweek and paid non-productive time (i.e., holiday, vacation, bereavement, and jury). A maximum of 40 hours of vacation time will be paid per week. Time off on sick leave or any other leave of absence will not be considered hours worked for the purpose of performing overtime calculations.

Minimum Call-in Time: An employee who is “called-in” to work an overtime assignment will be compensated for a minimum of four (4) hours of overtime pay, regardless of any time worked less than the four hours.

Effects: The effect of this policy shall be to:

- Establish the payment of overtime compensation for all hours worked “over the forty (40) straight-time hours” in an employee’s standard workweek.
- Defines how and when overtime compensation shall be paid to employee’s who are scheduled, assigned, or who voluntarily accept overtime opportunities.
- Provided the guidelines that will be used on the assignment of overtime opportunities.
- Designate the factors involved in the calculation of overtime compensation.
- Identify the possibility of disciplinary actions for those employees who miss mandated and/or voluntary overtime assignments.