



## **PAY PERIOD**

Sunshine Village has a weekly payroll cycle. The pay period will extend from Sunday through Saturday of each week. All employees are paid on Thursday of each week with accommodations being made due to applicable holiday weeks.

## **PAY PROCEDURE**

Employees are required to receive their earning through direct deposit into a bank, credit union or check card of their choosing. Direct deposit statements will be distributed each Thursday by 4pm. In the event that a manual check needs to be issued or if there are questions regarding pay, the payroll department is located at 75 Litwin Lane, Chicopee, MA 01020. All employees are required to record their time on their timecard, and timecards are to be completed every Friday. Employees are required to sign their timecard once it is completed.

## **OVERTIME**

Overtime pay is paid to non-exempt employees who work over 40 regular hours in a week. Pay for unworked time, such as PTO, is not considered regular hours. Should an employee work extra hours during such a week, the extra hours will be included in the regular hours, unless/until the extra hours are more than 40. Hours worked over 40 regular hours will automatically be considered overtime. Overtime hours must be pre-approved by the employee's Program Director or his/her designee.

## **BONUS COMPENSATION**

Bonus compensation is a one time payment and may be given for a variety of reasons (Retention, Appreciation, and Referral are some examples). In order to be eligible to receive any type of bonus compensation, the employee must be actively employed on the day the bonus is being paid out.

## **TERMINATION PAY**

Upon resignation or termination of employment, the agency shall pay the employee for any earned but unused PTO. (See PTO policy)