

# RULES AND REGULATIONS -- PERSONNEL

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## PERSONNEL POLICIES AND EMPLOYMENT GUIDELINES

### PAYROLL

**1. Compensation.** The policy of the Club is to provide adequate compensation to its employees. The General Manager shall periodically review employees' pay scales and may recommend pay amendments to the Board. Pay increases are generally implemented on a calendar year basis determined in conjunction with annual approved budgets.

**2. Recording of Time Worked.** All employees must record their own time worked. Under no circumstances should an employee allow his/her work time to be recorded by anyone else. Employees may be required to sign their time sheet each pay period. Meal breaks are not paid time, unless the General Manager informs employees otherwise, such as a performance review lunch meeting.

**3. Attendance/Punctuality.** The General Manager is accountable for monitoring attendance habits and determining the cause of any related problems. Written records will be maintained on each absence for every employee. Each employee is responsible for notifying the General Manager prior to the start of the working day of an intended absence. Excessive absenteeism will result in negative performance reviews and may subject the employee to discipline up to and including discharge.

**4. Paid Holidays.** Holidays with pay shall apply to all full-time and exempt employees of the Club. In the event a holiday falls on a Saturday, the attendance day immediately prior shall be considered a holiday. If the holiday occurs on a Sunday, the attendance day immediately after shall be considered a holiday. The Club recognizes the following paid holidays during each calendar year.

- New Year's Day.....January 1
- President's Day.....Third Monday in February
- Memorial Day .....Last Monday in May
- Independence Day .....July 4
- Labor Day .....First Monday in September
- Thanksgiving Day ..... Fourth Thursday in November
- Day after Thanksgiving..... Friday after Thanksgiving
- Christmas Day .....December 25
- Two Personal Holidays of Employee's choice to be taken within the calendar year with advance approval of the General Manager

To be eligible, an employee must have a continuous service date that precedes any given holiday by ninety (90) days. Full-time and exempt employees will be paid for 8 hours at their regular rate of pay or prorated based on their regularly scheduled hours per day. Employees shall not be paid for holidays occurring while they are on an approved or unapproved leave-without-pay status. Where workload permits, the Club will allow employees to take the day before or after Christmas as a non-paid holiday. Employees may use accrued paid vacation or personal holidays if available.

**5. Overtime.** Employees will be compensated for overtime in accordance with federal and state laws and regulations. It is recognized that overtime duty is an occasional necessity dictated by conditions most of which ordinarily cannot be foreseen. Hours are calculated on a work week of Saturday through Friday. A full-time non-exempt employee who is called back to work for a time that they are typically not on shift will be paid for a minimum of two hours.

Authorized overtime work on a non-work day (normally Saturdays, Sundays and holidays) or at the end of any ordinary work day, if when added to all other time worked during the same week (Saturday through Friday) exceeds forty (40) hours, shall be paid at the rate of time and one-half unless the employee prefers comp time. Comp time requests must be in writing.

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**6. Payroll Deductions.** Deductions will be made for state and federal withholding taxes (where applicable), social security taxes, and other applicable federal, state, or local taxes. Garnishments and other similar required payments also fall into this category. Other deductions will be made only on written request of the employee and after approval of the General Manager.

**7. Garnishments.** The Cape George Colony Club is required to honor court ordered garnishments and other attachments to employees' pay. The Club does not wish to become involved in personal finances of its employees and, therefore, strongly encourages all employees to resolve debts and financial disputes to avoid costly garnishment proceedings. Should an employee's personal financial situation begin to interfere with proper work performance (absenteeism, excessive personal phone calls, etc.), the employee may be subject to termination.

**8. Pay Periods.** Salaries will be paid semi-monthly. Pay periods end on the 10<sup>th</sup> and 25<sup>th</sup> day of each month. Accrued pay will be paid within 6 days following the end of the pay period.

Approved at Board of Trustees Meeting dated: July 12, 2018.

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Katie Habegger, President

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Joel Janetski, Secretary