

## ON DEMAND EMPLOYEE PAYROLL GUIDELINES

Last Updated January 1, 2020

### PAY RATE

- Each employee's rate of pay will be calculated from a base hourly rate
- DAY RATE – The definition of day rate is 10 times the employee's base hourly rate
- HALF-DAY RATE – The definition of half-day rate is 5 times the employee's base hourly rate
- Half-day rate minimum for non-travel events
- Day Rate minimum for all events involving travel (dark days and travel days excluded)

### OVERTIME

- Overtime shall be paid to all employees after they exceed 10 hours in a single shift and 40 worked hours in a workweek
- Overtime will be calculated at 1.5 times the employee's base hourly rate
- At no time shall an employee's hourly rate of pay exceed 1.5 times the base hourly rate
- Overtime shall be avoided whenever possible and subject to review by company management

### BREAKS

- In the event that an employee has 60 minutes or more allowed for a break, the employee must clock out for this time
- Smoking, including the use of e-cigarettes, must be limited to scheduled breaktimes

### QUICK TURN

- Quick turn pay shall be applied when there are less than eight (8) hours between event call times
- Quick turn pay shall be calculated at 1.5 times the base hourly rate and remain in effect until 8 hours are provided off the clock
- Quick turn pay is limited to hours scheduled within a single event
- Employee travel schedule is not applicable when calculating quick turn pay

### PAY PERIOD

- Employees are paid bi-weekly on the Friday immediately following the close of the pay period
- Our workweeks begin on Sunday and end on Saturday each week for overtime calculation
- All hours worked must be submitted by 5:00pm MST each Sunday for the prior work week
- Failure to submit/finalize hours may result in a missing check until the following pay period
- Submit actual hours worked, we will add any hours required to meet half-day rate or day rate
- Hours and expenses must be submitted through our online form found at <http://www.encompasseventgroup.com/links-and-downloads>

### EXPENSES

- During your time on the event you may directly incur expenses such as parking, uber, or mileage.
- These expenses shall be submitted for reimbursement pending approval by company management.
- Unless otherwise discussed in writing all expenses requiring reimbursement will go thru bi-weekly payroll.
- Expenses must be submitted through our online form found at <http://www.encompasseventgroup.com/links-and-downloads>

#### **TRAVEL PAY (AIR TRAVEL)**

- Half-Day rate minimum for all air travel
- If event working hours occur the same day as travel hours, travel hours shall be considered a continuation of worked hours
- When traveling via air travel, clock in time shall begin 90 minutes prior to the scheduled departure of the flight
- When traveling via air travel, clock out time shall be 60 minutes after the actual end time of flight at the destination.

#### **TRAVEL PAY (GROUND TRANSPORTATION)**

- Employees who live within 50 miles from Encompass will receive travel pay for events occurring 50 miles or more from Encompass headquarters
- For employees who live outside 50 miles from Encompass shall receive travel pay for travel where the event is greater than 50 miles from their primary place of residence
- Travel pay will be calculated at the employee's hourly rate and will be paid hourly with no minimum
- If event working hours occur the same day travel hours, travel hours shall be considered a continuation of worked hours

#### **PER DIEM**

- Per Diem will be paid based on final destination location according to the government defined GSA rates
- Per Diem is applicable to events with at least one overnight stay for employee traveling away from their home location.
- Per Diem will be paid by check or direct deposit within 14 days of end of event

#### **PERSONAL VEHICLE MILEAGE REIMBURSEMENT**

- Employees who live within 50 miles of Encompass will receive mileage reimbursement for personal vehicle travel occurring 50 miles or more from Encompass headquarters. Mileage distance for reimbursement calculated from Encompass physical address.
- For employees who live 50 miles or more from Encompass shall receive mileage reimbursement for personal vehicle travel occurring 50 miles or more from their primary place of residence. Mileage distance for reimbursement calculated from employee's primary place of residence.
- Mileage reimbursement will be paid based on government defined GSA rates. Expenses must be submitted through our online form found at <http://www.encompasseventgroup.com/links-and-downloads>

#### **DARK DAYS**

- Dark days while traveling shall be paid at half-day rate
- Per Diem shall be paid on dark days
- Hours on dark days do not account towards overtime