

WAGE GUIDELINES

This memorandum confirms the DPOR's position on temporary employment status which will be subject to the following guidelines:

The employee waives any claim to the benefits associated with State service, regardless of length of wage employment. As a wage/hourly employee, you do not receive the benefits that a classified employee does; for example: medical insurance, retirement benefits, annual and sick leave, or paid holidays.

The Department of Professional and Occupational Regulation may only pay wage employees for time actually worked. If the employee takes any time off or is sent home, regardless of the reason, they cannot be paid for that time. This includes state holidays, emergency conditions, snow days, vacation days or days that the employee is sick.

A lunch break of at least 30 minutes is mandatory when working 6 hours or more except in situations where shift coverage or operational requirements preclude such breaks.

Agency managers may grant employees who work an eight-hour day or longer a maximum of one 15-minute rest break before and one 15-minute rest break after the required meal period.

The meal period and breaks must be taken separately. Break time is not to be used to extend the meal period. Lunch breaks should generally not be adjusted to offset an employee's late arrival or early departure, or to cover time off for other purposes. Supervisors or Managers may determine when or if meal periods may be used as an offset to address isolated incidents. Typically, this should occur only when the supervisor has approved the arrangement in advance and must not occur on a routine basis

Paydays are on a bi-weekly basis (every other Friday). Time is to be submitted on the timesheet in Cardinal on a daily basis. Paychecks for wage employees will be processed at the end of each bi-weekly pay period. Direct deposits will reflect payment for time worked in the previous pay period.

If problems exist in the work area or in work-related activities, attempt to resolve the problems through the proper lines of supervision. Problems should be resolved at the lowest level of supervision possible. If lines of supervision are unclear, ask your supervisor for procedural guidance or ask the Human Resources Section. The Director is available if you are unable to work out problems with your supervisors.

Temporary staff is employed to meet the requirements of peak workloads or short-term projects. Should workloads no longer require the additional staff, or funding for temporary staff be inadequate, the agency may be forced to terminate your employment. The Department will attempt to provide notice two weeks in advance of termination.

To comply with the Affordable Care Act (ACA), the Commonwealth created a defined measurement period of May 1- April 30, for hourly employees. To remain in compliance with the ACA and through the utilization of the Commonwealth's measurement period, DPOR's Wage employees may **only** work a maximum of 28 hours per week during the measurement period. Agency policy does not permit overtime to be accrued or paid without the prior written approval of the Director.

Employee Signature: _____ Date _____