

Front Range Roofing Co.

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Pay and overtime

Paydays

Employees are paid every week, on Friday, for the preceding pay period. A pay period is one workweek, Monday through Sunday.

If a regularly scheduled payday falls on a holiday, you will receive your paycheck on the last workday before the regularly scheduled payday. In the event a regularly scheduled payday falls during an employee's vacation; the employee's paycheck will be available upon return to work.

You may authorize direct deposits into one or more bank accounts. If you do, you will receive an itemized statement of wages (paystub) in lieu of a live paycheck. The use of direct deposit is encouraged.

Overtime Work

Non-exempt employees will be paid at the rate of one and a half times their regular hourly rate for all actual hours worked more than forty (40) hours during a workweek or greater than twelve (12) hours in a work shift. All work outside of a nonexempt employee's regular schedule must be scheduled by and/or approved in advance by their supervisor. Any leave of absence will not be considered hours worked for purposes of overtime pay calculations. Exempt employees are not entitled to overtime compensation.

Salary and Wage Payment

The amount of salary or wages paid to an individual employee will be established periodically by the management of Front Range Roofing LLC at its sole discretion.

Payroll Deductions

Deductions from your pay will include:

- Those amounts required by federal, state or local law, such as the withholding of income tax and FICA or Social Security tax. This may also include court orders such as garnishments or child support payments.
- Your contribution to any employee benefit plans for which you made an election.
- Any other lawful deductions deemed appropriate or necessary by Front Range Roofing LLC .