

GRAYSON RURAL ELECTRIC COOPERATIVE CORPORATION

BOARD POLICY 516

SUBJECT: WAGE AND HOUR COMPLIANCE

I. OBJECTIVE

To comply with the rules set forth by the Kentucky Wage and Hour Law and the Kentucky Labor Cabinet.

II. POLICY

A. Grayson R.E.C.C. will pay the minimum wage in effect, when appropriate.

B. Records: In accordance with Kentucky Wage and Hour Laws, Grayson R.E.C.C. will require that:

a. Every employee complete a weekly time sheet; electronically or by signed document, and submit it by Monday of the following week. If a workweek contains a holiday, employees should make every effort to see that time sheets are submitted as early as possible.

b. All employers subject to the provisions of the Kentucky Minimum Wage law shall make and preserve records containing the following information:

- (a) Name, address, and Social Security Number of each employee;
- (b) Hours worked each day and each week by each employee;
- (c) Regular hourly rate of pay;
- (d) Overtime hourly rate of pay for hours in excess of forty hours in a work week;
- (e) Additions to cash wages at cost, or deductions (meals, board, lodging, etc.) from stipulated wages in the amount deducted, or at cost of the item for which deductions are made;
- (f) Total wages paid for each work week and date of payment. Such records shall be kept on file for at least one year after entry.

c. All hourly employees shall record their arrival, lunch, and departure times as required by the Cooperative, including any overtime. Time sheets must be completed by all employees each week.

C. Periods and Lunch Breaks for all Non Bargaining Unit Employees

All employees are entitled to a rest period of at least 10 minutes for each 4 hours worked. Rest periods may not be combined. Lunch period is one hour.

D. Payment of Wages: All Employees

Each employee shall be paid once per week, in full, all wages or salary earned. If an employee is dismissed or leaves for any reason, he or she shall be paid in accordance with Kentucky Wage and Hour Laws. (KRS 337.005), and the policies of the Cooperative. All indebtedness to the Cooperative must be paid in full upon departure.

E. No employer shall withhold from any employee's wages any part of the agreed wage rate unless:

- (a) The employer is required to do so by local, state or federal law; or

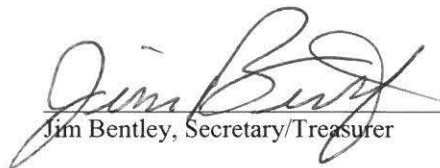
(b) When a deduction is expressly authorized in writing by the employee to cover Cooperative approved dues, expenses or purchases, or

(c) other deductions not amounting to a rebate or deduction from the standard wage arrived at by collective bargaining or pursuant to wage agreement or statute; or

(d) deductions for union dues where such deductions are authorized by joint wage agreements or collective bargaining contracts negotiated between the Cooperative and union employees or their representatives. The Cooperative shall not deduct the following from wages of employees: Fines, Cash shortages in common money tills, cash box or register used by two or more employees, breakage, losses due to acceptance by an employee of checks which are subsequently dishonored if employee is given discretion to accept or reject any check or losses due to defective or faulty workmanship, lost or stolen property, damage to property, default of customer credit for non-payment for goods or services received by the customer if such losses are not attributable to employee's willful or intentional disregard of employer's interests.

- E. The Cooperative recognizes hourly, salaried and Collective Bargaining employees. Collective Bargaining Unit employees shall be governed by the current contract between Grayson R.E.C.C. and IBEW 217, Grayson Local.
- F. Policies regarding vacation, sick leave, payment of vacation and sick leave and personal time shall be updated in accordance with this policy.
- G. Time off without pay – An employee who has resources of personal, sick leave, personal, vacation or other shall use that time until exhausted. Time off without pay shall be used only in an emergency or in accordance with American Family Medical Leave.

  
Harold Dupuy, Chairman

  
Jim Bentley, Secretary/Treasurer

Date Adopted: 6/21/19  
Minute Book Page: 5465 - 5467