# Policy: HR – Compensation & Pay

Purpose: To compensate employees with competitive wages.

## Policy:

[Company Name] is committed to compensate employees for hours worked with competitive wages based upon industry standards and experience.

### Procedural Guidelines:

The standard workweek will be 40 hours. Each pay period will be from Saturday midnight to Saturday midnight. Paychecks are distributed weekly for the previous week’s work.

Company operations are open for business seven days per week, 24 hours per day, 365 days per year. The company reserves the right, at its discretion, to reschedule an employee to a different shift or base location. Different shifts or locations will not require additional or different compensation. All employees may be required to work hours and/or days other than their normally scheduled shifts, which may or may not include overtime and holidays.

It will be the decision of management to review and update the wage scale periodically, in order to remain competitive.

If an employee loses a paycheck, he/she should to contact the department director or manager and Human Resources to determine the most efficient way of getting the check replaced.

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_