

Texas Private School Music Educators Association

NON EXEMPT EMPLOYEE COMPENSATION POLICY

It is the policy and practice of the Texas Private School Music Educators Association (TPSMEA) to compensate employees for all time worked and to do so in compliance with all applicable state and federal laws.

Review Your Pay Stub

TPSMEA make every effort to ensure its employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When a mistake does happen and is called to our attention, we promptly will make a correction. Please review your pay stub when you receive it to make sure it is correct. If you believe a mistake has occurred (including any improper deductions, under-reported hours of work or other error) or if you have any questions, please use the reporting procedure outlined below.

Overtime Eligible (Non-exempt) Employees

If you are classified as a non-exempt employee (which means that you are eligible for overtime pay), you must maintain a record of the total hours you work each day. These hours must be accurately recorded and maintained per TPSMEA guidelines.

Non-exempt Employees Paid Under the “Fluctuating Workweek” System

All non-exempt employees paid under the “fluctuating workweek” system must sign a written agreement regarding that arrangement. As a non-exempt employee paid under the fluctuating workweek system, you will receive a salary which is meant to cover all hours worked. You also will receive overtime pay as outlined below.

Your salary will be established at the time of hire or when you become classified as a non-exempt employee paid under the fluctuating workweek system. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform. For any workweek in which any work is performed, your salary will not be reduced by partial or full day absences.

As a non-exempt employee paid under the fluctuating workweek system, you will be paid overtime pay for all hours worked in excess of 40 hours in a workweek. Because you receive a salary which is meant to cover all hours worked, part of your overtime pay already is included in your base salary. The amount of overtime compensation paid will vary with the number of

overtime hours you work. For each workweek in which you work more than 40 hours, the Company will divide your weekly salary by the total number of hours you worked. This amount will be divided in half to determine the half-time premium in the time-and-one-half premium pay. That number will be multiplied by the number of hours you work in excess of 40 hours per week to determine your overtime pay. For example, if your weekly salary is \$500.00 and you worked 50 hours, you would receive your salary plus overtime pay of \$50.00 (i.e., $\$500.00 \div 50 = \$10.00/\text{hour regular hourly rate} \times .5 \text{ (half-time rate)} = \$5.00/\text{hour}$ for each overtime hour in that workweek).

If you are a non-exempt employee paid under the fluctuating workweek system, you must maintain a record of the total hours you work each day. These hours must be recorded accurately and maintained according to TPSMEA guidelines.

To Report Violations of This Policy, Communicate Concerns, or Obtain More Information

It is a violation of the TPSMEA's policy for any employee to falsely report overtime. You should not work any hours outside of your scheduled work day unless authorized.

If you have questions about deductions from your pay or your wages, please contact the Executive Director. If you believe you have been subject to any improper deductions or your pay does not accurately reflect your hours worked, you should immediately report the matter to the Executive Director.

Every report will be fully investigated and corrective action will be taken where appropriate, up to and including discharge for any employee(s) who violates this policy. TPSMEA will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the investigation of such reports. Retaliation is unacceptable. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.