

Beartooth Electric Cooperative, Inc.

ADMINISTRATIVE POLICY NO. 611

1. SUBJECT: PAY PERIODS

2. OBJECTIVE:

2.1. To establish pay period for Beartooth Electric Cooperative, Inc. (BEC) employees.

3. POLICY:

3.1. Pay Day

3.1.1. All employees shall be paid bi-weekly.

3.1.2. Time sheets must be approved by the employee's supervisor and turned in to the Accounting Department on Friday by noon on the close of each pay period.

3.1.3. When an employee voluntarily terminates (resigns) his/her employment or is involuntarily terminated (released at will, for cause or laid off) prior to pay day, final pay will be issued in compliance with Montana law.

3.2. Deductions

3.2.1. Each pay check will have certain amounts deducted from the gross pay:

3.2.1.1. Those required by law. All required deductions are made on gross salary.

3.2.1.1.1. Withholding Tax – State and Federal

3.2.1.1.2. Social Security Contributions

3.2.1.1.3. Medicare Contributions

3.2.1.1.4. Orders to withhold (garnishments)

3.2.1.2. Optional

3.2.1.2.1. Those authorized by the employee and approved by BEC.

3.3. Breaks/Meals Periods

3.3.1. There is no federal or state law requiring employers to furnish employees with

breaks. Breaks, when available, are considered a benefit to the employee and availability is dependent upon work demands. All breaks require prior supervisor approval, are no longer than fifteen minutes in length, may be taken once during your shift and are compensated. Each employee who works more than a six (6) hour shift is provided with an unpaid lunch break. Employees are requested to take their full-allotted time and cannot return early unless requested to do so by their immediate supervisor.

4. RESPONSIBILITY:

4.1. The General Manager shall ensure that the provisions of this policy are followed.

Adopted: 02/22/2013
Revised: 06/30/2015
Reference: LV Policy 609, BEC VI-A-7
Review Date: June 2017

Attest: /s/ Richard Nolan
Secretary/Treasurer

Attest: /s/ Roxie Melton
Board President