



"Allied Services Division"

Overtime Policy for Salus Solutions

The facilities which you will be contracted to typically do not want to pay overtime and discourage Salus employees from working over forty hours per week.

Salus Solutions must be notified in writing by the facility before you work any overtime. You will not be paid for any hours over forty unless it is **PRE-APPROVED** in writing by a Regional Manager or a Director of the facility you are working and your recruiter at Salus. We must be notified **BEFORE** you work any overtime in order to get it approved. Please call us prior to working any overtime hours so we can confirm that the hours will be approved for payment. If the overtime is approved then you will be paid time and a half for those hours. Please have them call or email our office. Human Resources: Karen Aldrich: karen@salussolutions.com or 866.73.0707.

Holiday Policy for Salus Solutions

The facilities which you will be contracted to typically do not want to pay holiday time and discourage Salus employees from working holidays at time and a half.

Salus Solutions must be notified in writing by the facility before you work any holidays. You will not be paid time and a half for holidays unless it is **PRE-APPROVED** in writing by a Regional Manager or a Director of the facility you are working and your recruiter at Salus. We must be notified **BEFORE** you work any holidays in order to get it approved. Please call us prior to working any holidays so we can confirm that the hours will be approved for payment at time and a half. If the holiday is approved then you will be paid time and a half for those hours. There are other options for working holidays as well:

1. Salus employees can work the Sunday before or the Saturday after a holiday to make up for the day.
2. Salus employees can work the holiday at their normal hourly rate, NOT time and a half.
3. Salus employees will also have the option of taking the day off unpaid as long as it is approved by the client.

Initials

Forty Hour Guarantee Policy for Salus Solutions

Salus employees are guaranteed forty hours of billable time each week. You have to stay on-site at the facility for forty hours in order to be paid for the full forty. If you leave early you will only be paid for the hours that you are actually on site. If your case load is low and there is not forty hours of work available to you please call your recruiter immediately so that we can address the situation. If you would like to work less than forty hours and only want to be paid for the time you are in the facility please let your recruiter know. If you are in housing provided by SALUS you must work forty hours every week. If you work less than forty hours then housing costs will be prorated and deducted from your pay on a weekly basis. Salus employees cannot be sent home or asked to leave early by the facility because of a low census / case load or lack of work. If you are asked to leave early please call your recruiter immediately so we can address the situation with the client.

If your case load is low please let us know. You can also do screens and help build the case load up so that you can get your full forty hours of work and maintain the productivity requirements set by the facility.

I acknowledge that I have read and understand the following policies regarding overtime, holiday time and the forty hour guarantee.

Employee Signature

Sincerely,

Salus Solutions Mgmt Team