

<b>Accutrack Services, LLC</b>			
<b>Policy Name</b>		<b>Policy Number</b>	
Compensation Administration		HR65	
<b>Effective Date</b>	7/1/10	<b>Supersedes Policy Dated</b>	N/A

## POLICY

The goal of the Accutrack Services, LLC (Accutrack) compensation program is to attract potential employees, meet the needs of all current employees and encourage well-performing employees to stay with our organization. With this in mind, our compensation program is built to balance both employee and Accutrack needs.

## PROCEDURE

1. **Compensation Philosophy:** Compensation shall be administered in an equitable manner without regard to race, color, religion, gender, national origin, age, or disability.
2. **Basis for Determining Pay:** Several factors may influence your rate of pay. Some of the items Accutrack considers are the nature and scope of your job, what other employers pay their employees for comparable jobs (external equity), what Accutrack pays their employees in comparable positions (internal equity), and individual as well as Accutrack performance. Pay for each position shall be approved by a Manager of Accutrack.
3. **Pay Period and Hours:** For the purposes of calculating overtime, our payroll work week begins on Sunday at 12:01 a.m.) and ends on Saturday at 12:00 midnight).
4. **Pay Cycle:** Payday is normally on the 5th and the 20th of every month for services performed during the period ending five (5) days previously for the end of the prior calendar month and the 15th of the month respectively. The semi-monthly pay schedule is made up of twenty-four (24) pay periods per year. Changes will be made and announced in advance whenever Accutrack holidays or closings interfere with the normal pay schedule.
5. **Paycheck Distribution:** Paychecks will be distributed at your worksite on the pay dates specified above.
6. **Mandatory Deductions from Paycheck:** Accutrack is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from your supervisor immediately. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings. The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes. Any other mandatory deductions to be made from

your paycheck, such as court-ordered garnishments, will be explained whenever Accutrack is ordered to make such deductions.

7. **Error in Pay:** Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your supervisor immediately. He/she will take the necessary steps to research the problem and to assure that any necessary correction is made promptly.
8. **Overtime Pay:** If you are a non-exempt employee, you will be eligible to receive overtime pay of one and one-half (1 1/2) times your regular hourly wage for approved hours worked over forty (40) hours in one (1) week. If, during that week, you were paid while away from the job because of a job-related injury, a paid holiday, or paid time off (PTO), those hours not worked will not be counted as hours worked for the purpose of computing eligibility for overtime pay. All overtime must be approved in advance by your supervisor.
9. **Time Records:** By law, we are obligated to keep accurate records of the time worked by employees. This may be done by time sheets or time clock. You are responsible for accurately recording your time. No one may record hours worked on another's time record. Tampering with another's time record is cause for disciplinary action, up to and including possible termination, of both employees. In the event of an error in recording your time, please report the matter to your supervisor immediately.
10. **Wage Garnishments:** We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered wage garnishments. However, when court-ordered deductions are to be taken from your paycheck, you will be notified. Accutrack acts in accordance with all legal requirements governing wage garnishments.

<b>DATE</b>	<b>REVIEW/APPROVAL SIGNATURE</b>