Payroll Guidelines for Leadership  
Adopted May 20th 2020

Purpose

The purpose of this document is to provide clarity to supervisors, managers and program administrators around payroll processing and personnel changes. This document also serves as instruction on where to submit payroll and personnel related requests.

General Processing Timeline

Pay periods run every two weeks beginning on Sunday and ending on the second following Saturday. All employees of The Arc are required to accurately maintain their timecard. Employees are also required to approve their timecards immediately following the end of the pay period. Managers and supervisors are required to make necessary adjustments and approve all of their staff’s timecards no later than 5:00 p.m. on the Tuesday following the end of the pay period.

Rate Changes

• All rate changes, including temporary requests, must be made on the employee change form and be submitted to HR with the appropriate Department Director’s approval. No change form directly submitted to Payroll by a manager will be accepted.
• Temporary rates issued through stipends will require an employee change form to be completed and approved by HR if the change will be effective for more than two pay periods. Please see below stipend section regarding further clarification of stipends.

Position Changes

• All requests for changes in an employee’s position need to be submitted on a change form to HR with the appropriate Department Director’s approval. No change form directly submitted to Payroll by a manager or program administrator will be accepted.

Retroactive Payments

• Retroactive payment requests made by managers due to rate changes will not be accepted if the appropriate change form was not approved by HR. An employee change form must be completed, approved by the appropriate Department Director and then forwarded to HR for final approval.
• Retroactive payments due to missing stipends or hours can be submitted directly to Payroll. These are to be requested on employee change forms and approved by the appropriate Department Director before being submitted to Payroll for processing.
• Retroactive payment requests due to inaccurate data on the timecard will be processed the next subsequent pay cycle. It is both the employee and manager’s responsibility to ensure timecards are accurate at all times.
• Retroactive payment requests due to a Payroll or HR oversight will have a check processed through Accounts Payable if over $100; otherwise, the payment will be processed during the next subsequent pay cycle.
• Any retroactive payment request missing the required approval authority will delay the processing of payment.
Spot Bonuses

- Directors may issue spot bonuses in instances where employees go above and beyond their normal job duties. Other bonuses may periodically be given at the discretion of the Executive Team.
- Spot bonus requests should be submitted to HR on an employee change form with appropriate Department Director approval. HR will forward approved requests to Payroll for processing.
- No spot bonus request will be processed by Payroll without HR approval.
- Must be for exemplary performance (above and beyond normal job duties). Examples include but are not limited to:
  a. Covering multiple shifts in a house
  b. Scoring highly on a QA audit or an external audit
  c. Performing other duties as assigned well
  d. Working extended hours to complete a special project
  e. Process improvements that increase efficiency and/or reduce costs
  f. Suggesting an idea that is implemented

Stipends

- The purpose of stipends is to provide a means for employees to be paid for a temporary increase in employee duties.
- Stipend can be issued directly on the employee’s timecard by the manager or program administrator.
- A change form must also be submitted to Payroll with the appropriate Director’s approval indicating what stipend is being used and how long it will be in effect.
- Any change that will be lasting longer than 2 pay periods (4 weeks) will need to be submitted on an employee change form to HR with the appropriate Director’s approval.

<table>
<thead>
<tr>
<th>Stipend Code</th>
<th>Purpose</th>
<th>Rate</th>
<th>Occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Manager Addition</td>
<td>Program Manager supervising additional homes</td>
<td>$125.00 per week</td>
<td>1 stipend entered per week</td>
</tr>
<tr>
<td>Temporary House Manager</td>
<td>DSP takes on manager role</td>
<td>$100.00 per week</td>
<td>1 stipend entered per week</td>
</tr>
<tr>
<td>Program Manager Shift Coverage</td>
<td>Program manager covering shift</td>
<td>$50 - at least 4 hours $100 - 8+ hours</td>
<td>As covered</td>
</tr>
<tr>
<td>Program Manager (COVID-19)</td>
<td>Working in a home during a quarantine or isolation</td>
<td>$500</td>
<td>Per occurrence</td>
</tr>
<tr>
<td>Weekend on Call</td>
<td>Nurse, Manager or program administrator is on-call over the weekend</td>
<td>$150</td>
<td>1 stipend entered per week of on-call</td>
</tr>
<tr>
<td>CPR, MANDT, OSHA</td>
<td>Training instructor use only</td>
<td>Various rates</td>
<td>When class is taught</td>
</tr>
</tbody>
</table>