

ST. JOSEPH MERCY ANN ARBOR / LIVINGSTON
ST. JOSEPH MERCY CHELSEA
ST. JOSEPH MERCY OAKLAND
ST. MARY MERCY LIVONIA



Exempt Employee Compensation for Working Additional Shifts

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PURPOSE

Exempt employees are compensated on a salaried basis and shall not be paid on an hour per hour basis. All exempt employees are expected to work the hours necessary to complete their job duties and responsibilities. This may require working more hours than the normal schedule. This program is to address the lump sum incentive available to exempt employees who desire to work additional shifts doing clinical/technical work in addition to their primary assignment.

POLICY

Application of Policy

This Policy generally applies to all employees of Trinity Health Corporation (Trinity Health) Ann Arbor, Chelsea, Livingston, Oakland and St Mary Mercy Livonia, unless specifically excluded by the terms of a collective bargaining agreement or the Employees have employment contracts or agreements.

SCOPE

This program applies to exempt/salaried staff only (non-management).

PROCEDURES

1. Incentive dollars are not meant for use as a permanent part of the staffing model, but rather are meant as a short term or ad hoc fix only.
2. Incentive dollars will be paid on a quarterly basis. Payment spreadsheet must be submitted to Payroll for quarterly payment processing.
3. The intent of this policy is not to compensate for each occurrence an employee works beyond their FTE status, but rather to recognize the contribution of salaried staff who pick up shifts and fill gaps in the schedule. Therefore, managers are responsible, when using this program, to ensure that each incidence of incremental time worked above an employee's FTE is not credited toward incentive. Recognition in the form of these incentive dollars should be reserved for those employees who, in addition to going above and beyond in their primary roles, have filled gaps in the schedule.

4. The incentive may only be paid for hours worked outside of the exempt employee's primary position. Payment may not be made for additional hours required to complete the employee's normal job duties in his or her primary position.
5. Salary for exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) regulations regarding payment on a salary basis. Any additional incentive compensation will be paid in accordance with this policy.
6. VP approval is required for exempt employee incentive.
7. Incentive Schedule:

| Grade | | Tier | ½ Shift | 1 Shift | 1 ½ Shift |
|-------------------------------------|-------------|----------|----------|----------|-----------|
| SEMI | WMI | | | | |
| 313-317 | WM16-WM21 | Tier I | \$175.00 | \$350.00 | \$525.00 |
| 318-320 | WM122-WM125 | Tier II | \$225.00 | \$450.00 | \$675.00 |
| 321-327 and Nursing Structure | WM26-WM33 | Tier III | \$275.00 | \$550.00 | \$825.00 |
| 328-333 | WM34-WM43 | Tier IV | \$325.00 | \$650.00 | \$975.00 |

RESPONSIBLE DEPARTMENT

Further guidance concerning this Policy may be obtained from the Human Resources Department.

RELATED POLICIES, PROCEDURES AND OTHER MATERIALS

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