

Payroll & Overtime Pay - Hourly, Non-Exempt Employee Policy



Purpose

C&C Wind Energy Services recognizes and celebrates that our employees have many interests, hobbies, family, and friends outside of work and we want our employees to lead fulfilled, balanced lives, but there may be times, when overtime (OT) work is required and is necessary to meet customer expectation. The purpose of this policy is to define the payroll procedures and overtime pay for eligible, hourly, non-exempt employees.

Scope

This policy applies to eligible, hourly, non-exempt employees of C&C Wind Energy Services in the USA and Canada.

Policy Statement

Payroll is processed weekly. The week starts each Monday and ends each Sunday. All hours are recorded electronically in time and attendance. Hours must be submitted for approval by 7:00am each week. Payroll is processed each Tuesday. Payroll is deposited via direct deposit each Friday.

All hours for any OT worked by eligible employees C&C Wind Energy Services will compensate employees *over and above* applicable employment standards legislation, which is typically paid at time and one half for any hours worked in excess of 40 hours in a 7-day work week.

C&C Wind Energy Services will pay overtime as follows:

- Overtime (paid at time and one half) will be paid after 40 hours of recorded time each week. This includes on duty travel time. Payroll weeks run Monday through Sunday.
- All Sunday hours worked at a site assignment will be paid at double time (2x regular rate)
- Statutory Holidays, worked at a site assignment, will be paid at double time (2 x regular rate)

Note: Sunday travel is not eligible for double time. Standard overtime rule will apply.

Management reserves the right to adjust these parameters as necessary based on customer or contractual requirements.

Definitions

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Eligible Employee – Any person employed directly by C&C Wind Energy Services, full time, who is paid by the hour for work performed as part of their job duties.

Travel Time – Time spent traveling to, from, or between domestic assignments for initial mobilization and final demobilization of assignment while on duty is considered paid time. Travel time when off duty, is not employer eligible paid time.

Employee responsibilities

The Employee shall comply with this policy as it is written. It is the employees' responsibility to accurately record time worked and submit for approval as instructed.

Management Responsibilities

Management will ensure that all time submitted is reviewed in a timely manner and submitted for payroll processing as per internal guidelines.