

## Addendum P

**Policy:** Incentive Pay Policy – Omaha Area & Wichita Area

**Effective Date:** September 4, 2008

**Review Date:** September 1, 2012

### Standard:

Quantum is committed to offering its employees consistent work. In some circumstances, employees will qualify for incentive pay for time that is booked but not worked.

### Policy:

Any employee that offers 7.5 hours or more of availability, and who is booked and confirmed for that many hours or more, will be guaranteed and paid for a minimum of 7 hours, provided that certain conditions are met. Any employee that offers less than 7.5 hours of availability but more than 4 hours, and who is booked and confirmed for that many hours or more, will be guaranteed and paid for a minimum of 4 hours, provided that certain conditions are met. Any employee that offers less than 4 hours of availability will be paid for actual work hours.

#### Conditions necessary to receive guaranteed pay:

- Employee must arrive at facility site on time and ready to begin shift as confirmed by the Scheduling Coordinator
- Employee must follow facility specific lunch policy
- Employee must offer to stay and complete entire booked shift, which includes assisting wherever needed within the therapy department

**NOTE:** All shifts qualify for daily incentive, as stated above, unless otherwise negotiated per facility contract or assignment. Exceptions may include, but are not limited to, out-of-metro assignments, block assignments, and/or school assignments.

### Procedure:

- In order to qualify for daily incentive of 4 hours, employee must offer at least 4 hours of availability, must be confirmed for a shift of at least 4 hours in duration, and must comply with all three conditions outlined above.
- In order to qualify for daily incentive of 7 hours, employee must offer at least 7.5 hours of availability (including a 30 minute lunch break), must be confirmed for a shift of at least 7 hours in duration, and must comply with all three conditions outlined above.
- Incentive shift hours paid in excess of actual work hours will be designated as such for the purposes of payroll.
- Employees who report to their shift late will forfeit their guaranteed shift pay for that shift.

- Employees who choose to leave their shift early will forfeit their incentive shift pay for that shift. Employees who do not actively pursue additional work tasks to fulfill their shift commitment will forfeit their incentive shift pay for that shift.
- Employees who do not follow facility specific lunch policies and/or requirements will forfeit their incentive shift pay for that shift.
- Incentive pay hours will not be used to calculate overtime pay. Overtime is only calculated and paid on actual hours worked per the Overtime Policy. Incentive pay hours will be paid at the therapist's regular pay rate.
- Actual work hours will be reported on timecards per the Timesheet Policy. Incentive hours *should not be recorded on the weekly timesheet*; however, the employee should communicate reasons for late arrivals, early departures, or long lunch breaks through the use of Quantum's online timekeeping system.
- A shift booked at a facility site for orientation purposes will not be eligible for incentive pay. The employee will be paid only for actual time worked.