

# Pay Notice

Employee Name \_\_\_\_\_ Employer Name \_\_\_\_\_

Effective Date \_\_\_\_\_ Rate(s) \_\_\_\_\_

Service(s) \_\_\_\_\_

Employee is nonexempt (entitled to overtime, minimum wage, other protections under Minn. Stat. 177).

Overtime is paid at 1.5 times the regular rate for hours worked over 40 per workweek.

The Collective Bargaining Agreement (SEIU/DHS) sets minimum wage, rules for Paid Time Off (PTO) accrual and designates Holiday pay:

- 1 hour of PTO is earned for every 30 hours worked and accrued per pay period.
- Hours worked on the following holidays are paid at 1.5 times the regular pay rate: New Year's Day, Dr. Martin Luther King Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day and Thanksgiving.

Sick and safe leave applies. More information is [available with MN Department of Labor](#).

Pay is issued every other Friday for a 14-day pay period, if time is submitted according to Best Care's payroll calendar.

Deductions that may be made from employee's pay include:

- FICA (Social Security/Medicare)
- Federal/State Income Withholding Taxes
- Garnishments/Wage Attachments/Union Deductions (if applicable, as required by law)

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer Signature \_\_\_\_\_ Date \_\_\_\_\_