



Pay Notice

Employee Name _____ Employer Name _____

Effective Date _____ Rate(s) _____

Service(s) _____

Employee is non exempt (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 unless PTO is declined.
- 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, Labor Day, and Thanksgiving.
- Employees choose 2 Floating Holidays per year. Hours worked on these days are paid at 1.5 times the regular rate.

Sick and safe leave may apply for employees in Duluth, Minneapolis and St Paul. City Sick and Safe Time (SST) rules are available in the Employee Handbook.

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 _____