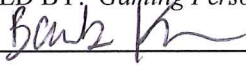

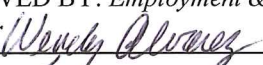
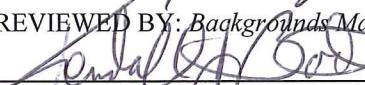

 <p><b>ONEIDA NATION STANDARD OPERATING PROCEDURE</b></p>	<p>TITLE: Snow and Ice Removal Compensation</p>	<p>ORIGINATION DATE: October 11, 2007 REVISION DATE: December 17, 2019 EFFECTIVE DATE: After last signature</p>
<p>AUTHOR: Human Resources Department (HRD)</p>	<p>APPROVED BY: <i>Gaming Personnel Services Manager</i> </p>	<p>DATE: 12/19/19</p>
<p>DEPARTMENT: All responsible for snow removal</p>	<p>APPROVED BY: <i>Compensation and Benefits Director</i> </p>	<p>DATE 12/17/19</p>
<p>DIVISION: All</p>	<p>APPROVED BY: <i>Employment &amp; Recruitment Director</i> </p>	<p>DATE: 12-17-19</p>
<p>EEO REFERENCE NUMBER: 72</p>	<p>REVIEWED BY: <i>Backgrounds Manager</i> </p>	<p>DATE: 12-17-19</p>
<p>PAGE NO: 1 of 2</p>	<p>APPROVED BY: <i>EEO Director</i> </p>	<p>DATE: 12-17-19</p>

**1.0 PURPOSE**

- 1.1 To provide consistent compensation pay practices for all non-exempt employees who perform snow and ice removal as part of their job duties. Exempt employees are not eligible for Snow and Ice Removal premium pay.
  - 1.1.1 The goal of this work standard is to compensate all employees who perform snow and ice removal duties consistently through a premium pay.
  - 1.1.2 A department or division may choose to develop work standards or standard operating procedure to better define their specific procedures, but the compensation shall not exceed the amount of premium pay as defined in Compensation and Hours section of this work standard.

**2.0 DEFINITIONS**

- 2.1 Exempt Employee Classification: A position which is paid a pre-determined amount or salary and is not eligible for overtime.
- 2.2 Non-exempt: A position which is paid for work performed by the hour and is eligible for overtime pay when the employee works over 40 hours within a work week.
- 2.3 Premium: an additional rate of pay paid to an employee for working outside of employee's normal schedule.

**3.0 WORK STANDARDS**

- 3.1 When winter storms are forecasted, supervisors may send their employees home to save on wages, to include overtime pay, and notify their employee of their adjusted working hours, shifts, duties, etc.

Compensation and Hours

- 3.2 Department personnel may perform snow and ice removal duties during and after their normal working hours.
- 3.3 Non-exempt employees will be paid their regular rate of pay for snow and ice removal during their normal work hours.
  - 3.3.1 For example, if employee normally works 7:00am – 3:00pm Thursday through Sunday, this is normal working hours.
  - 3.3.2 Normal working hours does not include adjusted hours for pending winter storm.
- 3.4 Non-exempt employees who are called in to work will receive one (1) hour of straight time at their regular rate of pay.
- 3.5 Non-exempt employees will be paid \$2.00/hour premium pay above their regular rate of pay for snow removal outside their normal work hours.
- 3.6 Premium Pay starts when employee arrives at the job.
- 3.7 Non-exempt employees who work over 40 hours within the work week are eligible for overtime pay which is paid at the employee’s base rate plus one-half which will include any snow and ice removal hours and the premium rate of \$2.00/hour plus one-half.
  - 3.7.1 Overtime on the premium pay will be calculated depending on when the snow and ice removal hours occurred within the work week.
- 3.8 Supervisors are responsible for creating and retaining adequate documentation to support hours paid for snow and ice removal.
- 3.9 Snow and ice removal pay codes include:
  - 3.9.1 **RGSPC** for call-in pay - one hour at regular rate of pay.
  - 3.9.2 **RGSP** for \$2.00/hour - premium rate.
  - 3.9.3 **OTSPP** for \$1.00/hour - overtime premium rate.
  - 3.9.4 **HWSPP** for \$1.00/hour - holiday worked premium rate.

**4.0 PROCEDURES**

Supervisor

- 4.1 Review weather forecasts during winter months and revise employees working hours if there is snow or ice storms forecasted to reduce overtime costs.
- 4.2 Notify employees of time to report to work for the snow and/or ice removal.
- 4.3 Enter appropriate pay codes for each employee performing snow and ice removal duties into the Timekeeping system.
- 4.4 Add assigned job code on each pay code used for snow plow duties.