

## CVS Health

### Notice and Acknowledgement of Pay Information

#### Employer Information:

**Legal Name of Hiring Employer :** STORE 01039 Front Store - JM (Timothy Merck)

**Doing Business As (DBA) Name(s):** CVS Pharmacy

**Physical Address:** 1 CVS Drive, Woonsocket, RI 02895

**Mailing Address:** 1 CVS Drive, Woonsocket, RI 02895

**Phone:** 401-765-1500

**email:** [jobs@cvshealth.com](mailto:jobs@cvshealth.com)

- Colleagues should call myHR at 1-888-694-7287 for any Human Resources/Payroll related questions.

#### Colleague Information:

**Colleague Name:** Long Tang

**Job title:** Store Associate

**Anticipated Start Date/Effective Date:** 02/04/2024

**Work location:** South Carolina

#### Notice Given:

**Notice Given:** At Hiring

**Colleague's first day/effective date:** 02/04/2024

#### Wage Information:

1. **Status of colleague (exempt/non-exempt):** No

Exempt = You are exempt from the minimum wage, and overtime on the basis that you are employed in a bona fide executive, administrative, and/or professional capacity, and/or as a sales person who conducts more than 20% of sales on the premises of the employer.

Non-Exempt = You are entitled to be paid minimum wage and overtime for all hours worked.

\*South Carolina colleagues: My supervisor may require that daily and/or weekly overtime hours be worked. Hours may vary according to business needs.

**Current status is:** Part time

- I understand if my status changes I will be notified by Manager.

**2. Colleague's rate of pay: State if pay is based on an hourly, salary, and/or other basis**

\$15.00 per hour

**3. Overtime Pay (if applicable):** No

Overtime eligible colleagues will be paid 1 and ½ times their regular rate of pay for any work in excess of 40 hours in a workweek or when overtime pay is mandated by state law. This rate is subject to upward adjustment based upon earned commissions (if applicable). Overtime is paid consistent with the overtime policy set forth in the Company's Colleague Handbook.

\* New York Notice for Multiple Hourly Rate Colleagues: Overtime pay must be at least 1½ times the worker's weighted average of the multiple rates of pay for the week, with few exceptions. The weighted average is the total regular pay divided by the total hours worked in the week. The overtime rate may vary from week to week depending on how many hours you worked at each rate of pay. The overtime rate may vary from week to week.

**4. Pay Basis:** Hourly

**5. Does a written agreement exist providing the rate(s) of pay?** No, unless a CBA applies to a colleague.

**6. Commission eligibility (under employer's written plan):** No

Colleague has or will receive and sign a copy of any commission plan in effect for which Colleague is eligible.

**7. Discretionary bonus eligibility:**

You may be eligible for a discretionary bonus plan. At CVS Health, our incentive compensation plans and programs provide colleagues with market-competitive compensation opportunities tied to company and/or individual performance. Our compensation program reflects general market practices in determining eligibility for incentives. For more information regarding incentive plans, go to myHR or HR InfoHub.

**8. Allowances Taken:** None

California colleague: If the colleague has signed the acknowledgement of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and colleague in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.

**9. Types of deductions that may be taken:**

- Employment taxes and withholdings.
- Insurance premiums.
- Retirement savings.
- Garnishments\Attachments
- Any other amount the Company is permitted by law to withhold from your wages.

**10. Benefits Offered:** Information regarding your benefits can be found on the myHR website.

**11. Amount of fringe benefits or wage supplements:**

Policies concerning fringe benefits and wage supplements are set forth in the applicable benefit plan documents which can be found on myHR. Benefit plans offered are defined in legal documents such as insurance contracts and summary plan descriptions. The formal language of the Plan documents govern. Colleagues should consult the official plan documents for each Plan concerning eligibility on myHR.

**12. Leave benefits available**

Colleagues may be eligible for the following time off/vacation plans:

- Retail: Retail Sick Time Policy (DOC-049670 )
- Retail and Distribution Center: Vacation Policy (DOC-051993)
- myTime policies:
  - MinuteClinic: myTime Policy (DOC-048392)
  - All other Colleagues: myTime Policy (DOC-011412)

Holidays:

- Retail: Holidays and Floating Holidays DOC-060675
- Non-Retail: Holidays and Floating Holidays DOC-049755

Mandated Paid Sick and Safe Leave:

You may be working in a location that has mandated paid sick and safe leave laws, which require employers such as CVS Health® ("CVS") to provide certain legally protected paid sick and safe leave benefits to Colleagues working in those states, cities and municipalities. See the State/City Mandated Paid Sick Leave Policy DOC-059589 for more information.

You can view your time off/sick leave accruals on your wage statement or via myHR. All time off and paid sick time policies can be found on CVS Health's Policy and Procedure Portal. If you would like a copy of these policies or if you have questions about them, contact your manager or call Advice & Counsel through the myHR number 1-888-694-7287.

Other Available Benefits:

For more information about the types of leaves of absence and other benefits for which colleagues may be eligible, please refer the Colleague Handbook, myHR.cvs.com or call myHR at 1-888-694-7287.

## **Pay Information:**

**Regular payday(s)**

- o The payday for colleagues paid "Bi-Weekly" is every other Friday.
- o The payday for colleagues paid "Semi-Monthly" is the 15th and the last business day of the month. If either of these days falls on the weekend, then payment is made the Friday before.

**Time of payment:**

- o Direct deposit and *rapid!* Paycard payments are deposited on pay date.
- o Live checks are mailed out at least two days prior to the pay date.

**Date colleague will receive first payment of wages earned:** To determine the date of your first paycheck, contact your manager, review your paycheck online, or call myHR 1-(888) 694-7287.

**Number of days in a pay period:**

- o The number of days in the pay period for the bi-weekly pay cycle is 10 business days.
- o The number of days in the pay period for the semi-monthly pay cycle varies from 10-12 days depending on the month.

**Method and Place of Payment:**

If you have not elected direct deposit, live checks will be mailed to your home.  
Statements of earnings are available online via myHR for all colleagues.

## Locality Specific Information:

### Arizona (Flagstaff Employees Only):

1. The City of Flagstaff's Minimum Wage Law provides that an individual that worked or is expected to work 25 hours or more in the city limits of Flagstaff, Arizona, in a calendar year for an employer; and is or was employed by an employer regardless of the employer's location or the individual's immigration status is entitled to earn Flagstaff's minimum wage, which is currently \$15.50 per hour.
2. No employer or other person shall discharge or take any other adverse action against any employee or person in retaliation for (1) asserting any claim or exercising any right under the Minimum Wage Law, (2) assisting any other person in filing a complaint or assisting in an investigation; or (3) informing any person about their rights.
3. Any person or organization may file an administrative complaint through the City of Flagstaff's Office of Labor Standards alleging that an employer has violated this law.
4. For additional information, you may refer to the city's website at [www.flagstaffaz.gov/minwage](http://www.flagstaffaz.gov/minwage) or contact the Office of Labor Standards at: 211 W. Aspen Avenue, Flagstaff, AZ 86001-5359 or (928)213-2071

### District of Columbia Employees Only:

Basis of wage payment:

- Minimum wage
- Living wage
- Living wage exempt
- Employer determined wage

## Colleague acknowledgment of Receipt:

On this day I have been notified of my pay rate, overtime rate (if eligible), allowances (if applicable), and designated pay day on the date given below. I told my employer what my primary language is. I acknowledge that my compensation is subject to change. I further acknowledge that nothing in this notice shall constitute a contract for a specific term of employment. I received a copy of this notice. I understand that, by typing my name in the Colleague Signature section below, I am electronically signing this notice and acknowledging that I have received and reviewed this notice.

I have either been given this pay notice (1) in English because it is my primary language or the government agency in the jurisdiction in which I work does not yet offer a pay notice form in my primary language or (2) in my primary language which is not English. Call myHR 1-(888) 694-7287 to request this notice in your primary language.