OVERTIME POLICY - DEVELOPMENT TEAMS

Summit Digital Solutions, Inc.

Effective Date: January 15, 2024

Policy Number: HR-OT-2024-01

Version: 2.0

1. PURPOSE AND SCOPE

1. This policy establishes guidelines and procedures for overtime work performed by development team members at Summit Digital Solutions, Inc. ("Company"), including software developers, DevOps engineers, systems architects, and related technical roles working on the Peak Performance Platform and client implementations.

2. This policy applies to all non-exempt development team members in the United States, regardless of location or project assignment.

2. DEFINITIONS

1. "Overtime" refers to all hours worked in excess of forty (40) hours in a single workweek.

2. "Development Team Members" includes all technical staff involved in software development, systems integration, platform engineering, and related development activities.

3. "Sprint Cycle" refers to the Company's standard two-week development iteration period.

4. "On-Call Duty" refers to scheduled periods during which development team members must be available to respond to system alerts or client emergencies.

3. OVERTIME AUTHORIZATION

1. All overtime work must receive prior written authorization from:
a) The immediate Technical Team Lead or Project Manager; AND
b) The Department Director or designated representative

2. Emergency situations requiring immediate attention may proceed without prior authorization, but must be reported to management within 24 hours.

3. Authorization requests must include:

- Business justification

- Estimated number of overtime hours

- Project code or client identifier

- Specific deliverables to be completed

- Impact on sprint commitments

4. COMPENSATION

1. Non-exempt development team members will be compensated for overtime work at one and one-half (1.5) times their regular hourly rate for all hours worked in excess of forty (40) hours per workweek.

2. On-Call Duty compensation:

a) Standard on-call pay: $50 per day

b) Response time compensation: Minimum 2-hour overtime payment for any after-hours response

c) Remote work time: Recorded in 15-minute increments

3. Travel time for client implementations will be compensated according to the Company's Travel Time Policy (HR-TT-2023-02).

5. TIME REPORTING

1. Development team members must accurately record all working time in the Company's designated time tracking system (currently Workday).

2. Time entries must include:
- Project code

- Sprint number

- Task category

- Specific deliverable identifier

- Client reference (if applicable)

3. Time entries must be submitted daily and approved by supervisors weekly.

6. SCHEDULING AND WORKLOAD MANAGEMENT

1. Project Managers and Technical Team Leads shall:

a) Plan sprints to minimize overtime requirements

b) Distribute on-call responsibilities equitably

c) Monitor individual overtime trends

d) Adjust staffing levels when sustained overtime is anticipated

2. No development team member shall be scheduled for more than:

- 12 hours of work in any 24-hour period

- 60 hours of work in any workweek

- 14 consecutive days without a full day off

7. COMPLIANCE AND MONITORING

1. The Human Resources Department will:

a) Monitor overtime trends and patterns

b) Conduct quarterly audits of overtime authorization compliance

c) Review on-call rotation schedules

d) Maintain records for minimum statutory periods

2. Department Directors shall review monthly overtime reports and address any concerning patterns.

8. EXCEPTIONS AND SPECIAL CIRCUMSTANCES

1. Critical system deployments and emergency client situations may require temporary deviation from standard authorization procedures.

2. Any exceptions must be documented and reported to Human Resources within 48 hours.

9. POLICY REVIEW AND UPDATES

1. This policy shall be reviewed annually by the Human Resources Department in consultation with Development Leadership.

2. Updates will be communicated to all affected employees with minimum 30 days notice.

10. ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand the Summit Digital Solutions Development

Teams Overtime Policy.

Employee Name: _

Employee ID: _

Date: _

Signature: _

Policy Owner: Human Resources Department

Last Review Date: December 15, 2023

Next Review Date: December 15, 2024