

<i>EAST PENN MANUFACTURING CO., INC.</i>			
EAST PENN POLICIES AND PROCEDURES MANUAL			
Revision No.:	Effective Date: 10/1/2021	Page 1 of 1	Change #
Approved By: Robert D. Harrop		Document No.: EPPM\PERSON\NAVITAS	

Pay Procedures

Nonexempt and exempt Employees will be paid every other Friday for the two-week period ending through the previous Saturday. If Friday falls on a holiday, payday will be on the preceding Thursday. All required deductions, such as for federal, state and local taxes, and all authorized voluntary deductions, such as for health insurance contributions, will be withheld automatically from paychecks. Additional deductions may include wage garnishments and company provided supplies or equipment not returned to company.

All Employees are eligible to participate in direct deposit using up to three (3) accounts at the bank of their choice. Payroll is recommended to be expedited via direct deposit. Employees are required to advise Personnel of a change to their bank accounts two weeks prior to any desired change in order to ensure the transaction can properly be processed. Live checks may be issued due to new hires, technical difficulties, and check runs outside normal pay periods.

Overtime

Business needs and circumstances may require overtime work on occasion. The Company expects all Employees to be available to work overtime when necessary. Once scheduled for mandatory overtime Employees who fail to report for work will be considered absent and repeated failure to work mandatory overtime may result in disciplinary action up to and including discharge.

Nonexempt Employees

Overtime must be approved by supervisors prior to Employees working the overtime hours. Employees who work unauthorized overtime will be subjected to disciplinary action.

From time to time production schedules may require that overtime be worked. When possible the company will attempt to staff overtime hours on a voluntary basis. However, when we are not able to staff positions on a voluntary basis, overtime assignments will be made mandatory. The company will attempt to give as much notice as possible

All non-exempt personnel who perform work in excess of 40 hours per workweek (defined as Sunday through Saturday) will receive one-and one half times their regular hourly wage for all hours worked in excess of 40 hours. Time for which you are paid but do not work for Company holidays, vacation days, jury duty, and bereavement time will be considered time worked for the purpose of calculating overtime pay.

Record of Revisions

Revision #	Revision Date	Description