

Recording Your Time

Non-exempt associates must clock in and out daily, to include the lunch period, as applicable. Supervisors must verify time cards and submit before noon on Monday.

Drivers must complete their payroll envelope and give to the Payroll Accounting Associate by Tuesday at 12:00 noon. If your payroll envelope is late, regardless of whether it is mailed or dropped in the box, you will not be paid until the following week.

If you utilize the GCM location, 2776 County Road 69, Gibsonburg, OH 43431, to turn in your payroll envelope, it must be in no later than 8:00 a.m. Monday morning.

All associates subject to this policy are required to accurately record all time worked.

The workweek starts on Saturday and ends on Friday for all associates.

Payday

You will be paid weekly on Friday for the period that ends on Friday for all associates; however, there is a two (2) week hold on the very first paycheck (i.e. hired on April 28, 2015, will be paid on pay date May 15, 2015, for the pay period ending May 1, 2015).

When our payday is a holiday, you normally will be paid on the last working day before the holiday.

Please review your paycheck for errors. If you find a mistake, report it to a Payroll Accounting Associate immediately. The Payroll Accounting Associate will assist you in taking the steps necessary to correct the error.

Over-the-Road Driver Time Off/Restart (See Drivers Manual, Section 5, page 3)

Even though the work week goes from Saturday to Friday, as an Over-the-road driver, you can work up to a total of seventy (70) hours, in an eight (8) day period, per Department of Transportation Guidelines (DOT). Garner Transportation Group will assign loads to maximize the utilization of your available seventy (70) hours, but not exceed seventy (70) hours in an eight (8) day period. In addition, you will be given a minimum of thirty-four (34) hours off duty once a week.

Estimated average weekly miles per quarter is approximately 2100 to 2500 miles per week depending on load assignments and available hours per DOT guidelines.

THE THIRTY-FOUR (34) HOUR RESET RULE states that once a driver has completed thirty-four (34) hours off duty all DOT clocks will reset: Seventy (70) hours in eight (8) days, fourteen (14) hours on duty, eleven (11) hours driving and eight (8) hour rest break.

The thirty-four (34) hour restart does **NOT** guarantee or mean that your time off will be on the weekend. Your restart could occur mid-week or you may be required to take your restart while on the road. Garner Transportation Group runs a seven (7) day a week operation and cannot guarantee when or where your weekly restart will occur.

Garner Transportation Group will go above and beyond to get you home on a weekly basis; however, it is not a guarantee that this will occur due to unforeseen circumstances and operational requirements.

4 ON / 4 OFF DRIVER TIME OFF/RESTART (See Driver's Manual, Section 5, page 4)

As a slip-seat 4 on/4 off driver, your work week varies because you will work four (4) days and then will be off up to four (4) days. When you are working, your hours will be maximized per Department of Transportation guidelines, but you will return to your parking point some time on your fourth day of work depending on load assignment.

In addition, you will be given up to four (4) days off; however, you must understand that, on your fourth day off, you will need to begin work sometime on that day. As a result, you must prepare, meaning that you will need to insure you are well rested; and ready to leave out anytime between 8:00 p.m. or later, on your fourth day, depending on your load assignment pick up and delivery times. Night driving will be required!

Estimated average weekly mileage per quarter is approximately 1500 to 2000 miles per week depending on load assignments and available hours per DOT guidelines.

Minimum Weekly Guarantee (See Driver's Manual, Section 3, page 4)

An Over-the-Road truck driver will receive a minimum amount of pay for each weekly pay period; however, the following criterion will be applied to determine a driver's eligibility concerning the minimum weekly guaranteed pay amount:

- ❖ A driver must be available for dispatch and complete assigned duties 24 hours per day 7 days per week (based on FMCSA Hours of Service Regulations).
- ❖ Does not apply to holiday weeks.
- ❖ During vacation, only vacation pay is applicable.
- ❖ Driver trainees are not eligible. Only training pay is applicable during training period.

- ❖ Transition from trainee to company driver; individual must work a full week to receive minimum weekly guarantee.
- ❖ **Minimum weekly guaranteed amount(s) is \$700.00 per week.**
- ❖ Not applicable to local, dedicated route and 4/4 drivers.
- ❖ Policy is subject to change or be eliminated without prior notice.

On-Call Pay

See pertinent job description(s) for on-call pay information, if applicable.

Subject to change or be eliminated without prior notice.

Shift Differential Pay

Any maintenance technician who works on second (2nd) or third (3rd) shift will be paid an additional \$0.25 per hour while on one of those shifts. If moved to day shift, technician will no longer be eligible to receive shift differential pay.

Policy is subject to change or be eliminated without prior notice; and supersedes any previous versions.

Paycheck Deductions

The company is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

It is the policy of the company that exempt (salaried) employees' pay will not be "docked," or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, the company may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Associates will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt associates may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- ❖ Absences of one or more full days for personal reasons, other than sickness or disability; or
- ❖ Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or
- ❖ Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or
- ❖ Suspensions of one or more full days for violations of safety rules of major significance; or
- ❖ Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
- ❖ Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or
- ❖ Any unpaid leave taken under the Family and Medical Leave Act; or
- ❖ Negative paid-time-off balances, in whole-day increments only.

If questions or concerns about any pay deductions arise, associates may discuss and resolve them with a Payroll Accounting Associate.

Garnishment/Child Support

When an associate's wages are garnished by a court order, our company is legally bound to withhold the amount indicated in the garnishment order from the associate's paycheck. Our company will, however, honor applicable federal and state guidelines that protect a certain amount of an associate's income from being subject to garnishment.

Direct Deposit

It is mandatory to have your pay deposited into your bank account through our direct deposit program. Pay statements and W-2's can be viewed on the company secure website at www.paycor.com. For access or questions, please contact your Human Resource Manager or Payroll Associate.

Performance Reviews

Your performance is important to our company. Once each year, for all office staff, on or about your anniversary date, your supervisor may review your job progress within our company and help you set a new job performance plan; however, any associate who has received a discipline within the past year, will not be given the privilege of an annual review until the associate is no longer in the “Warning System.”

At the end of each year, for all drivers, the Safety Department will review your job progress within our company and help you set new job performance plans.

Our performance review program provides the basis for better understanding between you and your supervisor, with respect to your job performance, potential and development within the company.

New associates will generally be reviewed at the end of 30 and 90 days.