



Payroll Policies (updated 12/14/2021)

PAY RATE

- Employee's rate of pay will be calculated from a predetermined base hourly rate.
- The definition of full-day rate is 10 times the employee's base hourly rate.
- The definition of half-day rate is 5 times the employee's base hourly rate.

OVERTIME

- Overtime shall be paid to all employees after they exceed 10 hours in a single shift and 40 worked hours in a workweek.
- Overtime will be calculated at 1.5 times the employee's base hourly rate.
- At no time shall an employee's hourly rate of pay exceed 1.5 times the base hourly rate.
- Overtime shall be avoided whenever possible and subject to review by company management.
- While we attempt to forecast scheduled hours accurately, only half and full-day rates are guaranteed.

BREAKS

- In the event that an employee has 60 minutes or more allowed for a break, the employee must clock out for this time.
- Smoking, including the use of e-cigarettes, must be limited to scheduled break times.

QUICK TURN

- Quick turn pay shall be applied when there are less than eight (8) hours between event call times.
- Quick turn pay shall be calculated at 1.5 times the base hourly rate and remain in effect until 8 hours are provided off the clock.
- Quick turn pay is limited to hours scheduled within a single event.
- Employee travel schedule is not applicable when calculating quick turn pay.
- Quick turn pay is not applicable to gifted hours.

GIFTED HOURS

- Gifted hours are added to actual working hours to complete half-day and full-day minimum guarantees.
- Gifted hours do not accrue toward overtime, quickturn, or benefits.
- Gifted hours are only applicable when employees are available for the scheduled shift.

PAY PERIOD

- Employees are paid bi-weekly on the Friday following the close of the pay period.
- Our workweeks begin on Sunday and end on Saturday each week for overtime calculation.
- All hours worked must be submitted by 5:00pm MT each Sunday for the prior work week.
- Failure to submit/finalize hours may result in a delayed check until the following pay period.
- Submit actual hours worked, we will add any hours required to meet half-day rate or day rate (gifted hours).
- Hours and expenses must be submitted through our online form found at <http://www.encompasseventgroup.com/links-and-downloads>.

EXPENSES

- You may directly incur expenses such as parking, Uber, or mileage.
- These expenses shall be submitted for reimbursement pending approval by company management.
- Unless otherwise discussed in writing, all expenses requiring reimbursement will go through bi-weekly payroll.
- Expenses must be submitted through our online form found at <http://www.encompasseventgroup.com/links-and-downloads>.

TRAVEL PAY (AIR TRAVEL)

- Half-day rate minimum for all air travel.
- If event working hours occur the same day as travel hours, travel hours shall be considered a continuation of worked hours.
- When traveling via air travel, clock in time shall begin 90 minutes prior to the scheduled departure of the flight.
- When traveling via air travel, clock out time shall be 60 minutes after arrival at the destination airport.

TRAVEL PAY (GROUND TRANSPORTATION) AND MILEAGE REIMBURSEMENT

- For regional events, employees will receive travel pay for events occurring 50 miles or more from our facility.
- For events beyond the mountain region, employees will receive travel pay for events occurring 50 miles or more from the nearest international airport.
- In instances that employees live within 50 miles of where the event occurs, no travel pay will apply.
- Travel pay will be calculated at the employee's hourly rate and will be paid hourly with no minimum.
- If event working hours occur the same day, travel hours shall be considered a continuation of worked hours.
- If an employee uses a personal vehicle, mileage reimbursement will be paid based on GSA rates. Expenses must be submitted through our online form found at <http://www.encompasseventgroup.com/links-and-downloads>.

PER DIEM

- Per Diem will be paid based on the event location according to the GSA rates.
- Per Diem is applicable to events with at least one overnight stay for employees traveling away from their home location.
- Per Diem will be paid by check or direct deposit within 14 days of the event.

DARK DAYS

- Dark days while traveling shall be paid at half-day rate.
- Per Diem shall be paid on dark days.
- Hours on dark days are considered gifted hours and do not account toward overtime.

CONFIRMED (NOT TENTATIVE) CANCELLATIONS

- Confirmed cancellations prior to 30 days are not paid.
- Within 30 days, paid 25% of scheduled hours.
- Within 10 days, paid 75% of scheduled hours.
- In instances where vaccination requirements change, non-compliant employees can be cancelled without pay.