



Rio Salado Sportsman's Club, Inc. Policies and Procedures

Procedure # 11 – Employee Pay

Overtime Pay: Non-salaried employees who work over 40.25 hours per week will be paid at 1.5 times their current rate of pay.

Holiday Pay: RSSC recognizes four days during the year as paid holidays for regular full-time employees:

New Year's Day
Easter Sunday
Thanksgiving Day
Christmas Day

1. Employees who are regularly scheduled to work 40 hours per week are eligible for holiday pay.
2. Early closure on Christmas Eve, New Year's Eve, Annual Meeting, or other circumstances where employees are released before the end of their shift will be paid for the remainder of their shift at their straight time rate of pay.
3. Holiday pay is the regular straight time rate for the number of hours in which an employee normally is scheduled to work. EX: Employee who works a 5 day 8 hour work week would be paid for 8 hours. Employee who works a 4 day 10 hour work week would be paid for 10 hours.
4. Employees are not allowed holiday pay while in an out-of-pay status such as leave of absence.
5. Holiday pay is not to be considered hours worked in the computation of overtime.

Bonuses: The Board of Directors may determine in November of each year any bonuses employees may receive. This will be issued as a separate check with all applicable taxes deducted.





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Attach Current Salary Schedule



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Range Manager: Salaried Position. Board will approve contract and salary on an annual basis.

All Other Positions: See current adopted Salary Schedule.

Approved by the Board of Directors:

A handwritten signature in black ink, appearing to read "Bruce Bilton".

Bruce Bilton, RSSC Secretary

February 21, 2018

Date