

Person Served: _____ Date: _____

WCI PERSONS SERVED PAY POLICY

HOW YOU ARE PAID:

While receiving training, work activity or rehabilitation services at WCI, you will be given real work to perform whenever possible. While performing work, you will be paid either an hourly rate or a piece rate. You will receive a Wage Notification form each time you begin a new job or there is a change to your pay rate.

YOU WILL NOT BE PAID FOR THE FOLLOWING:

- You are not paid for class time, recreation or therapy.
- You are not paid for time when you refuse to work or do not work.
- You are not paid for days you are absent unless you use vacation or sick pay. **(EE Only)**
- Your pay may go up or down according to the amount of work available, your speed, and your quality.
- You will not be paid for transportation to the first work site or transportation home.
- At times, you may be assigned to work samples/assessments which are used for testing or training purposes. WCI will receive no benefit from this work. You will not be paid for this and will be told this prior to performing the work sample/assessment.

A description of the various types of pay structures, depending on the type of job, is as follows:

MINIMUM WAGE RATE

Specific jobs in which Minnesota state minimum wage will be paid include: Food Service Aide; Lawn Mowing, Trimming and Clean up; Saw Operator; Shredding; Hourly Production Tasks (not piece-rated); Internal & External Cleaning and Clerical positions. You will also be paid the minimum wage rate for performing community assessments.

PIECE RATE

WCI has a Special Minimum Wage Certificate from the U.S. Department of Labor that allows us to pay you less than the minimum wage. This currently only applies to piece rated production jobs. If you are paid less than the minimum wage, the certificate requires WCI to pay you an amount that is "commensurate" with your ability. This means WCI must base your pay on the type, quantity, and quality of work you do compared to workers without disabilities doing the same or similar work in the same type of business.

WCI's U.S. Department of Labor Special Minimum Wage certificate is posted for review.

Prevailing wage is based on a survey of the same type of jobs in the same type of businesses located in the surrounding communities. WCI surveys these businesses at least annually for the prevailing or current rates paid for similar jobs using only wages that are above Minnesota's minimum wage rate. Additionally, prevailing rates are adjusted when there are increases in minimum wage rates.

Your pay is based on the number of units/products you can finish correctly per hour. The more you complete, the higher your pay. The following is an example of just one job.

- In order to determine your 'piece rate,' the standard rate is set by an experienced non-disabled worker doing the same job in the same setting that you would do the job.

- For example, if the standard piece rate for packaging tape is 200 tape rolls per hour and the prevailing wage (average wage that is paid for this type work in our community) is \$11.65, you divide the prevailing wage by the number of tape rolls completed by the standard setter. A piece rate of 6¢ per piece is established.
- If in one hour you packaged 100 tape rolls, you would earn \$6.00 for that hour.
(100 X 6¢ = \$6.00)

Again, this method of payment is called “piece rate.” Since each packaging/assembly job is different, you will be told what the standard rate is for that job. Also, in order to determine the number of pieces completed, you must report your completed work to the designated person who counts the items finished. This is very important as it will determine your payroll.

BENEFIT PAY – EXTENDED EMPLOYMENT ONLY

Your average rate of pay is determined by averaging all your job pay rates for the previous quarter. This average, is used for the following benefit pay rates:

- **HOLIDAY PAY**

Part-time employees and staff (less than 30 hours per week) will receive 2 hours for each observed holiday. You will be paid at your average rate (average of all jobs for the previous quarter). WCI observes the following holidays: New Year’s Day, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving and Christmas Day. If you work on a holiday, you will get your holiday pay in addition to your regular pay for the job you worked.

- **VACATION PAY**

You are eligible for vacation pay based on the number of hours worked for WCI. Vacation time earned is based on years of employment and the hours worked during the pay period and is paid at your average rate:

YEARS EMPLOYED	RATE x HRS. WORKED
Less than 2 years	.0327
2 years and less than 5 years	.0597
5 years or more	.0767

No paid vacation is allowed in excess of hours accumulated. The maximum amount of accumulated hours is 80. You do not earn vacation time while on an unpaid leave of absence. Upon termination of employment from WCI, accumulated vacation hours are paid at the person's served current average pay rate. There will be no payout for less than .5 hours. Vacation is not paid out upon death of a person served.

The first pay period in January, 2 hours will be applied to persons’ served vacation accrual bank that can be used as a floating holiday.

- **SICK PAY**

Sick leave is calculated by taking the number of hours worked multiplied by the sick rate which is .0193. Accumulation of up to 40 hours is allowed and you will be paid at your average rate.

(Example: In a pay period, if you have worked 25 hours, you would take 25 x .0193 = .48 hours of sick leave earned.)

The minimum amount of sick leave you can use at one time is .5 hours. There will be no payout for less than .5 hours. Accumulated sick leave is forfeited at the time of termination of services/employment.

PAYROLL

Your pay will either come from WCI for center-based or crew employment or from your community employer. The dollar amount you receive is based on your piece rate or your hourly rate. Employees are paid every two weeks. Payroll is direct deposited in workers' bank accounts on Tuesdays. If a pay day falls on a holiday, you may receive your check the following work day. Pay stubs are available 24/7 through a secure online portal. You will be given a user name and password to access your account. To log into your account, go to <https://secure.netlinksolution.com/nextgen/>. You also may request a copy of your paycheck.

You will find that there are various deductions, such as federal and state withholding for income tax, FICA which is for social security, and Medicare, along with others. If working at an Individual Supported Employment site, you may find a deduction for union dues. This could apply in a community placement, even if you are not a union member. This is called "Fair Share." You will also receive a W-2 by January 30 of the following year. If you have any questions regarding your full pay or your "take home" pay which is after deductions, please talk with your Employment Advisor or Designated Coordinator. He/she can provide additional information regarding your rate of pay and direct you to various resources, such as to the web site for understanding unions, which are organizations that represent you at work and work to protect and improve people's pay and conditions of employment.

FOR PERSONS SERVED IN THE EXTENDED EMPLOYMENT PROGRAM ONLY: Persons served who receive a paycheck from a community employer need to provide Employment Advisor a copy of their paystub each pay period or allow Employment Advisor to contact their employer regarding earnings and hours worked. WCI is required to submit this information to the State of Minnesota.

If you have additional questions regarding the determination of your wage and how you are paid, please address these questions with your Employment Advisor or your Designated Coordinator.

I have received a copy and understand WCI's Persons Served Pay Policy:

_____ Date: _____
Person Served Signature or Mark

_____ Date: _____
Legal Representative (if applicable)

This policy was explained on _____ by _____
(Date) *(WCI Staff Signature)*