



EWW Request – Salaried

Printed Name:

Payroll #:

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Reason for Request:

Date	Day	Total Worked Hours	Overtime Hours	Approved Overtime Hours
	Sunday			
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			

Total Approved Hours to Pay:	
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<i>Employee Signature:</i>	<i>Date</i>
<i>Manager Signature:</i>	<i>Date</i>

Payroll Use Only

Reimbursed in PP #:		1) Pay #: 2; Earn Code: X
Pay Date:		2) Tax @ # of wks of base pay
Amount Paid*:	\$	3) Block GTL

***Base Bi-Weekly Rate / 80 hrs X # of Hours Approved to be paid.**

EWV (Extended Work Week)

Salaried Employees

Excerpt from EMPLOYEE HANDBOOK FOR SALARIED EMPLOYEES OF ARCELORMITTAL USA (Page 10, 11 & 12)

3. [COMPENSATION](#)

- a. [Variable Compensation Program](#)
- b. [Overtime/Additional Pay for Salaried Employees](#)
- c. [Holiday Pay](#)
- d. [Sunday Premium](#)

Section 3.b. Overtime/Additional Pay/Paid Time Off for Salaried Employees

It is the policy of the Company under the circumstances outlined below to provide non-represented salaried employees additional pay or paid time off for hours worked in excess of a standard work week or a regular work week.

Purpose

This procedure describes practices related to compensating non-represented salaried employees for hours worked in excess of a standard work week or a regular work week.

Policy Detail

For purposes of this policy, a standard work week is defined as 40 hours (e.g. 5 days/8 hours per day) for non-exempt employees and exempt employees in the position of shift manager and 50 hours for exempt employees below the level of manager that are not assigned to the shift manager position. A regular work week is defined as a regular schedule that is “alternative” to the standard work week, usually referred to as an alternative work schedule (e.g. 4 days/12 hours per day).

All exempt salaried employees, including shift managers, are expected to work a reasonable amount of incidental overtime. Incidental overtime does not qualify for additional pay or compensatory time off under this Policy.

Exempt Salaried Employees

Eligibility:

1. Exempt salaried employees assigned to the shift manager position who are responsible for the direct supervision of hourly employees working rotating turns and who are scheduled or directed to work additional shift(s) or partial shift(s) of at least four (4) hours to cover an unfilled vacancy, for an emergency callout, or to cover the absence of the scheduled shift manager, will be entitled to receive additional pay or paid time off when the additional shift(s) cause the employee to work in excess of 40 hours for the week. The choice to receive additional pay or paid time off must be made in accordance with the administrative procedure described under Method of Payment below.
2. Exempt salaried employees below the manager level that are not assigned to shift manager positions, but who are directed or scheduled to work additional hours, may receive additional pay or paid time off if approved by the Vice-President/General Manager (VP/GM) of the operating facility or staff department to which the employee is assigned. Additional pay or paid time off cannot be authorized unless the additional hours cause the exempt employee to work in excess of 50 hours for the week.

In all cases, overtime hours must be authorized (i.e., scheduled or directed) by the employee's manager, in advance when possible. Self-scheduled overtime is excluded from this policy.

Hours not worked due to illness or personal time off are excluded for purposes of determining hours worked in excess of the standard or regular work week. Holidays not worked, vacation days, jury duty days and compensating time off days are considered days worked for purposes of determining excess hours worked in a week.

For shift managers who work an alternative work schedule (e.g. 4 days/12 hours per day), hours worked in excess of 40 do not qualify for additional pay, although extra shift(s) worked in excess of the alternate work schedule may be eligible (e.g. a 5th 12-hour shift).

Method of Payment

Compensation for additional hours under this policy will take the form of either an equal amount of paid time off or pay at the rate equal to the straight time hourly equivalent of the eligible employee's base salary. Additional pay under this policy is excluded from the calculation of all applicable exempt salaried bonus payments.

When an exempt salaried employee requests additional pay instead of paid time off the hours must be recorded on the Exempt Salaried Overtime Payment Authorization Form (Form HR3-003-F003) and approved by the department division manager and the VP/GM for the area.

- 1.** The approved Exempt Salaried Overtime Payment Authorization Form is due in Payroll Shared Services the second Sunday of each pay period to ensure timely payment. **For Tek/Kote salaried employees, please return approved form to the Tek/Kote Payroll Office.**
- 2.** Payroll Shared Services is accountable for verifying that the appropriate approval/authorization has been made, for processing payment as required under this policy, and for generating reports of payments made. **For Tek/Kote salaried employees, the Tek/Kote Payroll office is accountable for verifying.**
3. Local Human Resources is responsible to monitor the level of additional pay/paid time earned and to review this information regularly with the appropriate management group for the location/department(s) it supports.
4. Department management is accountable to maintain accurate records of paid time off earned and taken. Paid time off that is due to eligible employees at the time of their termination from employment may be convertible into cash payment only to the extent authorized by the Vice President of the business unit where the salaried exempt employee works.
5. Department management is expected to monitor and take action to prevent excessive build-up of paid time for individual employees and/or departments.

The yellow bolded items (see #1 and #2 under Method of Payment) above were added to apply to Tek/Kote.