



ACCOUNTABILITY COMPASSION EXCELLENCE INTEGRITY

IMPORTANT INTERNAL POLICY MEMO!

May 1st 2019

RE: CHANGE IN OVERTIME RATE CALCULATION POLICY

TO: ALL TriMED Healthcare, LLC Employees.

Effective immediately, **May 1st 2019**, TriMED has changed its Overtime Rate Calculation Policy to align with the Department of Labor (DOL) regulation.

In accordance with the DOL regulation, this letter confirms that non-exempt employees' base hourly rates will be paid for normal hours worked up to 40 hours per week, and overtime rates per hour of 1.5 times base rates, will be paid for hours worked over 40 hours per week.

As you are aware the Office of Long-Term Living (OLTL) does not pay overtime, and strongly discourages employees from working over 40 hours per week, especially employees who are family member caregivers.

Once a reasonable base normal pay rate has been determined for each employee, there will be no pay rate fluctuations when hours worked change.

We value your service to our company and look forward to your working with our company as we align our policies with the policies of the Department Of Labor.

Should you have any questions or require further clarification please do not hesitate to contact the undersigned at telephone 215-279-8772 or visit the office in person.

Sincerely,

Beverley Jordan
Director
TriMED Healthcare, LLC