



ACCOUNTABILITY COMPASSION EXCELLENCE INTEGRITY

IMPORTANT INTERNAL POLICY MEMO!

August 1st, 2019

RE: CHANGE IN OVERTIME RATE CALCUALTION POLICY - REMINDER!

TO: ALL TriMED Healthcare, LLC Employees.

This notice is a reminder that TriMED has implemented and enforced the overtime Policy which took effect on May 1st 2019, which notified all employees that 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 nonexempt 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 TriMED and look forward to your working with the 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,

A handwritten signature in black ink, appearing to read "Beverley Jordan", is written over a horizontal line.

Beverley Jordan
Director
TriMED Healthcare, LLC