

Pay Practices

1.0 Policy

Ultra Tech has provided for the efficient and regular distribution of paychecks to its employees.

2.0 Guidelines

Employees are paid in a semi-monthly basis. Paydays are on the fifteenth (15) and the last day of each month. If the payday falls on a Saturday, the payday is the preceding Friday. If the payday falls on a Sunday, the payday is the following Monday. The pay period for the payday which falls on the fifteenth (15th) of each month begins on the sixteenth (16th) and ends the last day of the month. The pay period for the payday which falls on the last day of each month begins on the first (1st) and ends on the fifteenth (15th) of the month.

In the event a payday falls during an employee's scheduled vacation, arrangements to pick up the paycheck in advance may be made with Accounting. Arrangements must be made at least 48 hours prior to the payday.

3.0 Garnishments

Ultra Tech conforms to all federal and state laws relating to garnishments. As such, any notice of assignment or garnishment of employee wages should be referred immediately to the Director of Human Resources. All matters will be treated with strict confidentiality. No employee will be discharged for indebtedness, unless the indebtedness affects the employee's ability to perform the required duties of the job.