

Policy number: SL-POL-003.011      Revision number: 1  
Original effective date: Aug. 1, 2014      Pages: 3  
Revised effective date: March 1, 2024      Reviewed date: March 1, 2024

---

## **SOLENIS POLICY**

### **Overtime Pay**

#### **1.0 Policy**

Solenis will pay wages, including overtime, to all employees subject to the overtime provisions of the Fair Labor Standards Act (“FLSA”) in accordance with the requirement of applicable state and federal laws. These employees are commonly referred to as “non-exempt employees.”

#### **1.1 Requirements of overtime hours**

Employees must work a reasonable amount of overtime when required by business necessity and authorized in advance by their supervisor.

#### **1.2 Payment for overtime hours**

Solenis pays nonexempt employees for all hours worked regardless of whether the work is performed in the office, at home or while traveling. It is a supervisor’s responsibility to review time records for each pay period to ensure that hours worked are properly reported.

#### **1.3 Time included to satisfy work requirements**

Generally, “overtime pay” is provided to non-exempt employees at one and one-half times their regular hourly rate for time worked in excess of 40 hours in a workweek. In determining when the 40-hour threshold has been satisfied, the following time is included:

- Hours actually worked.
- Vacation time.
- Holiday time falling on a regularly scheduled workday, on which no work is performed.
- Authorized rest periods, excluding lunch breaks.
- Travel time to another city and back on the same day.
- Travel time occurring during regular work hours for overnight or weekend travel.
- Travel time from jobsite to jobsite and back to the primary jobsite.

Other paid leave not listed above, such as sick pay, jury duty, military training or emergency military call-ups, or bereavement, does not count toward the requirement for overtime pay, and will be paid at the regular rate of pay even after the overtime pay requirement for that week has been satisfied.

#### **1.4 Rate of overtime pay**

Unless required otherwise by a collective bargaining agreement, Solenis pays overtime in accordance with federal requirements based on one and one-half times the employee's standard base rate of pay.

#### **1.5 Fractional hours**

An employee must count fractional hours, within reason. It is acceptable to round starting and quitting times to the nearest five, 10 or 15 minutes if the average result over a period of time is that the non-exempt employee is being paid for all time worked. The intent is to be more liberal in recording hours worked in order to ensure that Solenis complies with applicable regulations. A few minutes occasionally worked beyond scheduled hours that cannot be practically recorded can be disregarded.

#### **1.6 No transfer of hours between weeks**

An employee may not use overtime worked during one workweek to offset hours not worked in another. All work and absences must be reported during the week in which they occur.

#### **1.7 No limit on hours worked**

The FLSA places no limit on the number of hours that an employee may work daily or weekly; however, supervisors should be aware of any state laws that may establish such limitations.

#### **1.8 Documentation**

Nonexempt employees must document overtime hours worked using the company's standard time recording and reporting process.

#### **1.9 Supervisor responsibility**

The supervisor is responsible for reviewing time records for each pay period in order to ensure that employees report hours worked accurately and maintain an awareness of hours worked by subordinates. The FLSA dictates that Solenis pays non-exempt employees for work they perform that is beneficial to Solenis, even if the work was not requested or expected. This precept is in effect if the supervisor knowingly permits the work (does nothing to stop it) or should have known that the work was being done.

#### **1.10 Failure to report hours worked**

It is a violation of company policy and federal law for an employee to instruct or encourage a non-exempt employee not to report all hours worked.

An employee with knowledge of another employee's failure to report hours worked must report this incident to Human Resources by creating a case in Workday or contacting their HR business partner. The Human Resources representative will take the appropriate action while protecting the confidentiality of the employee reporting the violation.

An employee who instructs or encourages another employee not to report hours worked is subject to disciplinary action up to and including termination.

### **1.11 No waiver of the right for overtime pay**

An employee may not waive their right to overtime pay granted by the FLSA.

### **1.12 Common provisions**

Because there are numerous overtime pay arrangements throughout Solenis, this section is limited to discussing provisions that are common to most arrangements. For specific overtime pay practices and procedures, contact your commercial unit human resources or payroll representative.

### **1.13 Travel time by non-exempt employees**

If a non-exempt employee travels on Solenis business to another city and returns on the same day, Solenis will pay them for all the time spent traveling to and from the location and working on the one-day assignment. Solenis does not pay for the usual lunch break or for the time required to travel to and from the airport, if applicable, unless the airport is more than 30 miles from the employee's primary work location.

If a non-exempt employee incurs travel time overnight or on a weekend, Solenis pays them only for the part of their travel time occurring during regular work hours. Solenis compensates time spent after regular work hours if the employee performs job duties at this point. However, Solenis does not consider time spent as work hours if the employee is completely relieved of duty and can use the time effectively for their own purposes.

If a non-exempt employee travels from job site to job site, Solenis considers the time spent going from one place to another as hours worked. If the employee must return to their primary place of work after finishing at the last job site, Solenis considers the time spent returning to the primary jobsite as hours worked. Solenis does not pay for travel time from home to the first job site or to return home from the last job site or primary job site as the case may be.

## **2.0 Scope**

This policy applies to Solenis except:

- employees who are subject to a collective bargaining agreement, to the extent the agreement contains provisions that conflict with this policy; or
- employees who are not employed in the United States.

## **3.0 Owner**

Senior Director, Global HR Operations

## **4.0 Exceptions**

There are no exceptions to this policy.