

# Tender Care Medical Services, Inc.

## POLICY & PROCEDURES

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Title: Exempt and Non-Exempt Employees

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Originating Department: Human Resources

Approved By:



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### **Policy:**

All employees are classified into exempt (salaried) and non-exempt (hourly) categories for purposes of establishing eligibility for overtime pay under the Fair Labor Standards Act (FLSA). TCMS will pay overtime in accordance with the provisions established by FLSA.

Exempt employees are paid a salary, regardless of the number of hours worked. Exempt employees are not eligible for overtime pay. TCMS prohibits any deductions from an exempt salaried employees pay except as required or permitted by law. If an employee believed any improper deduction was made, the employee should contact the Payroll Manager at [cfranklin@tcms.care](mailto:cfranklin@tcms.care) or call 352-247-5702. TCMS will correct any improper deductions.

Non-exempt (hourly) employees are eligible to receive overtime pay when working more than forty (40) hours worked in a week. Non-productive time is not counted towards the calculation of overtime.