

Memo

To: All Full Time Retail Sales Floor Employees
From: Steve Veregge
CC: Human Resources
Date: September 20, 2012
Re: Sunday Pay Rate for Full Time Retail Sales Floor Employees

Effective Sunday, September 22, 2012, ***for all full time hourly retail sales floor employees***, Sunday hours will be paid at a 33.33% premium over your hourly rate for actual hours worked. This will replace the prior practice of paying 8 Sunday hours for 6 hours worked. The premium is to replace, at no loss, the extra 2 hours that has been given in the past. Here are examples of the old and new methods:

- Old: If your standard hourly rate is \$10.00/hr. and you work 40 hours a week, which includes the additional 2 hours given for Sunday, your gross pay is \$400.00.
- New: if your standard hourly rate is \$10.00/hr. and you work 32 hours not including Sunday, your gross pay will be \$320. Your Sunday hours, 6 hours at \$13.3333 (\$10 x 1.3333) will equal \$80.00 gross (6 x \$13.3333). Your total gross equals \$400.00 (\$320 + \$80), same as has always been.

This pay rate change affects only full time retail sales floor store employees who work on Sunday, which currently includes sales associates and cashiers. It does not apply to office, receiving or other jobs not regularly scheduled on Sundays. Because actual time worked may only equal 38 hours, ***all*** employees who are regularly scheduled for 38 or more hours a week will be considered full time and eligible for all benefits.

ALL SUNDAY EMPLOYEES MUST CLOCK IN AND OUT.