



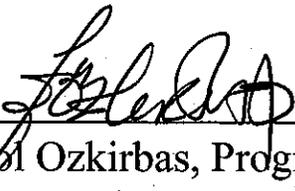
## CRAFT PAY DAY POLICY

The PMMA & CPA require that wages be paid weekly and that no more than three (3) days wages be held back. The PMMA & CPA also require that the work week starts Monday morning. This means the work week ends with the end of the Sunday shift: (e.g. 06:59 a.m. Monday morning).

Therefore paychecks are due to the employee by the end of their regular shift on the following Wednesday. "Due" means available to the employee at the jobsite.

Employees who leave G•UB•MK due to lay-off, termination or quit for emergency personal reasons shall be paid at the time of leaving if G•UB•MK can reasonably do so (i.e. "lay-off is pay-off"). If that is not possible, checks shall be available at the jobsite for pick-up by the employee on the next regular workday, by noon. Employees who quit for other reasons shall be paid at the time of leaving if G•UB•MK can reasonably do so. Otherwise checks will be mailed.

An employee may request that the check be mailed. If so the employee completes the "Payroll Check Mail Request". If a check is not picked-up within 3 working days after the available day and the employee has not directed a deposition, the checks will be mailed via U.S. Certified Mail to the employees' address shown in the G•UB•MK personnel file.

  
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Erol Ozkirbas, Program Director

9/19/2008  
Reissued

**NOTE:** For further information refer to G•UB•MK Administrative Policy AP-41

POST CONSPICUOUSLY IN THE HIRING OFFICE

Distribute to ALL Employees