

## **10 Hour Route Payments 1/18/22**

This Program is intended to provide additional compensation for routes that when worked safely and in a quality manner still complete earlier than 10 hours of worked time for drivers and helpers who work a standard delivery route provided they meet the eligibility criteria set forth herein. Nothing in this policy creates a contract of employment or otherwise alters the driver or helper's employment at will relationship with the company.

This compensation is paid weekly only if the delivery driver or helper meets the following criteria and the company remains in a financial position to pay it.

- i) The employee must report timely for work each day that they are scheduled to work in the workweek. If an employee misses a day of work, or arrives late to work, he or she will be ineligible for this program for that week.
- ii) The employee must accurately record their starting time and ending time for each shift and the beginning time and ending time of all meal breaks;
- iii) The employee must be available and agree to do a rescue, take additional routes, or perform any other duties if requested after they finish their route;
- iv) Drivers must keep their DA Scorecard rating for the 6 week average in the Fantastic or Great Rating and their weekly score cannot be in the poor range;
- v) The driver cannot have any Tier 2 infractions during the week;
- vi) The driver or helper may not have any disciplinary actions (verbal or written) during the week;
- vii) The driver may not have accidents, vehicle damage, or customer property damage during the week being paid;

If a delivery driver or helper meets all of the eligibility criteria set forth above, the driver will be paid the difference between their actual hours worked and 10 hours worked for each of their scheduled route days. If the route goes over 10 hours they will be paid the actual hours worked for that day.

For example, if a driver earning \$18.50 an hour meets all of the eligibility requirements and is scheduled to work for 40 hours in a workweek (4 Route Days) but works only 35 hours because of completing routes early, the driver would be paid an additional payment of (5 x \$18.50) \$92.50 for that week. The five hours used to calculate the payment do not count towards overtime. Only actual hours worked that go over 40 will be considered overtime with the corresponding overtime rate.

Nothing in this policy alters the timekeeping processes and procedures in place. Eligible delivery drivers and helpers must still accurately record their starting time and ending time for each shift and the beginning time and ending time of all meal breaks. Nothing in this policy alters the at-will employment relationship. This payment program may be eliminated at the discretion of management at any time.

Any employee who has questions or concerns regarding this policy should discuss it with the Owner.