

Your Payroll Check

<u>Deduction</u>	
<u>Code</u>	<u>Description</u>
100	EHP Contribution (Health Care Coverage)
ADV	Employee Advance
CHIL	Child Support - fixed amount (\$2.00 fee per pay)
CHSP	Child Support - percentage
COOL	Cooley Center
DENT	Dental Contribution
FIT	Bayview Fitness Center
GARN	Garnishment
JURD	Jury Duty Court Payment Deduction
LEV	Wage Attachment - fixed amount
LIEN	Federal Garnishment
LIF	Additional Life Insurance
LINE	Lincoln Employee Savings Plan
LTD	Long Term Disability
MPOL	MD State Police - New
MPOL L	MD State Police - Lost
MPOL R	MD State Police – Renew
PRUD	Prudential Employee Savings Plan (Salary)
STLV	State Garnishment
STUD	Student Loan Attachment
UW	United Way
VOYA	Voya Employee Savings Plan (Hourly)

Under Earnings you find your Regular hours worked and your overtime hours worked combined to show total regular hours. OVERTIME hours are then listed again. You are paid your hourly rate of pay for all regular hours and half your hourly rate for overtime. This means, you will still get the same time and one-half pay for overtime. It is just listed differently.

Under Earnings, Savings Plan is the company's contribution to your savings plan.

Under Earnings Statement Deductions, your contributions for taxes, medical plan contributions, etc. are listed. FICA is now referred to as OASDI tax, old age survivor's disability insurance. State and local tax are broken down as two separate items: MD State Tax and local tax (BALTIMORE, ANNE ARUNDEL, etc.). LINE, PRUD and VOYA are for employee contributions to the Retirement Savings Plans.

Leave Accrual shows hours of leave earned through the current payroll period. The code to the left of the hours is a Human Resources code and does not have any significant meaning to the employee.

Sick & Safe leave shows the current year and available balance.

If your money goes to direct deposit, you will receive the same form but it will say non-negotiable. If you have part of your money deposited, you will receive a check with the amount deposited listed on the pay stub.

OVERVIEW OF YOUR BROADWAY SERVICES HOURLY BENEFITS

BENEFIT	EFFECTIVE 7/1/18																	
MEDICAL - EHP Opt. 1 - Care through a network doctor Opt. 2 - Doctor outside EHP network	pays 100% after \$15.00 regular office co-pay pays 100% after \$25.00 specialist office co-pay pays 70% after deductible																	
VISION CARE (ONCE EVERY 12 MONTHS) Exam and eye wear through Vision Care network Exam and eye wear outside of network	Employees and Dependents pays 100% of limited amount after \$15.00 co-pay pays up to limited amount																	
PRESCRIPTION DRUGS (IN-NETWORK) Generic Drugs (lowest co-pay) Preferred Brand (middle co-pay) Non-Preferred Brand (highest co-pay)	34 Day Supply \$10.00 \$20.00 \$30.00	90 Day Supply \$30.00 \$60.00 \$90.00	Mail Order 90 Day Supply \$20.00 \$40.00 \$60.00															
DENTAL Class I Diagnostic/Preventive Class II Basic Services Class III Major Restorative	IN-NETWORK 100% covered in full 80% covered 50% covered	OUT-OF-NETWORK 100% of Reasonable & Customary 80% of Reasonable & Customary 50% of Reasonable & Customary (after \$50 deductible)																
EMPLOYEE CONTRIBUTIONS FOR MEDICAL AND DENTAL COVERAGE	Your weekly cost: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="text-align: center; border-bottom: 1px solid black;"><u>Medical</u></th> <th style="text-align: center; border-bottom: 1px solid black;"><u>Dental</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">Individual</td> <td style="text-align: center;">\$24.00</td> <td style="text-align: center;">\$2.00</td> </tr> <tr> <td style="text-align: right;">Employee/Child</td> <td style="text-align: center;">\$48.00</td> <td style="text-align: center;">\$3.00</td> </tr> <tr> <td style="text-align: right;">Employee/Spouse</td> <td style="text-align: center;">\$54.00</td> <td style="text-align: center;">\$3.00</td> </tr> <tr> <td style="text-align: right;">Family</td> <td style="text-align: center;">\$69.00</td> <td style="text-align: center;">\$4.00</td> </tr> </tbody> </table>				<u>Medical</u>	<u>Dental</u>	Individual	\$24.00	\$2.00	Employee/Child	\$48.00	\$3.00	Employee/Spouse	\$54.00	\$3.00	Family	\$69.00	\$4.00
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SHORT TERM DISABILITY (Income Protection Plan)	pays 60% of weekly base pay up to 12 weeks (company paid benefit)																	
LIFE INSURANCE Basic Life and AD&D Supplemental Life and AD&D (Optional)	pays one times annual salary pays one or two times above annual salary																	
RETIREMENT SAVINGS	save up to 6% of pay, company matches 3%																	
PAID TIME OFF (PTO)	Full time employees; based on years of service																	
SICK AND SAFE LEAVE	part time employees working 12 or more hours per week																	
HOLIDAYS	seven (7) paid holidays																	
BEREAVEMENT LEAVE	pays up to three (3) days																	
FAMILY AND MEDICAL LEAVE (FMLA)	unpaid leave up to twelve (12) weeks																	
JURY DUTY	pays difference between jury pay and your regular pay, up to 3 days																	
MILITARY LEAVE	unpaid time off as required																	
UNIFORMS	company paid benefit																	
DIRECT DEPOSIT	paycheck sent directly to bank of your choice																	
CREDIT UNION	Johns Hopkins Federal Credit Union																	

(The above applies to full time employees regularly scheduled to work 30 hours or more per week or employees who average 30 hours or more per week during the BSI measurement period.)

Broadway Services provides (7) paid holidays per calendar year.

2018 OBSERVED BSI HOLIDAY SCHEDULE

New Year's Day	Monday, January 1, 2018
Martin Luther King, Jr. Day	Monday, January 15, 2018
Memorial Day	Monday, May 28, 2018
Independence Day	Wednesday, July 4, 2018
Labor Day	Monday, September 3, 2018
Thanksgiving Day	Thursday, November 22, 2018
Christmas Day	Tuesday, December 25, 2018

HOLIDAY PROVISIONS

1. Regular full-time employees who have completed their probationary period will be eligible for holiday pay.
2. Temporary, probationary and part-time employees are not eligible for holiday pay.
3. Employees receiving worker's compensation are not eligible for holiday pay.
4. Employees scheduled to work on an observed holiday will receive their regular rate of pay for each hour worked, plus holiday pay based on their regularly scheduled hours (up to 8 hours) and regular base rate.
5. Employees scheduled off on an observed holiday will be paid holiday pay based on their regularly scheduled work hours.
6. Employees must work their last scheduled workday before and the first scheduled workday after the holiday. An employee who has an unscheduled absence (i.e. "call offs") prior to or immediately following an observed holiday is not eligible for holiday pay. If scheduled, employees must work the holiday, or observed holiday, to be eligible for holiday pay.
7. When a holiday falls on a Saturday, it shall be observed on Friday; when it falls on a Sunday, it shall be observed on Monday.
8. The BSI holiday schedule does not necessarily mean that your work location is closed or that you have not been assigned to work the holiday. You must check with your

manager or supervisor regarding your work schedule during a holiday.

9. An employee who is unable to work because his or her assigned work location is closed on a holiday other than those specified as Broadway Services holidays, will not be eligible for pay, unless assigned elsewhere. Please check with your manager or supervisor regarding reassignment.
10. Employees on an approved absence during a holiday that he or she is scheduled to work will be paid normal holiday pay. (Refers to absences scheduled in advance of the holiday.)
11. When a holiday occurs while an employee is using PTO, the employee will be paid the normal holiday pay.
12. Employees on an unpaid Leave of Absence or FMLA are not paid holiday pay.
13. Employees on an approved paid leave will receive holiday pay for any day observed as a holiday during approved paid time off, e.g. funeral leave, jury duty, PTO.

HOLIDAY PAY COMPUTATION

Holiday pay is a benefit that shall be paid up to a maximum of (8) hours to eligible employees who regularly work 40 hours per week (8 hours per shift). Employees who regularly work more than 8 hours per shift (e.g. 10 or 12 hours per shift) will be paid the maximum 8 hours times their regular base rate of pay. Employees who wish to make up the difference between holiday hours paid and regular hours worked are encouraged to speak with their supervisor to determine if additional hours are available to work, or speak with their supervisor about using PTO time, if applicable, to make up for the lost hours.

Employees scheduled to work less than 40 hours per week will be paid prorated holiday hours. For example:

- Employees scheduled to work 32 hours per week will be paid 6.4 hours holiday pay
- Employees scheduled to work 30 hours per week will be paid 6.0 hours holiday pay

Holiday pay will be paid based on the employee's regular base rate of pay. If an employee is working a premium assignment and earning a premium hourly rate, whether this premium assignment is temporary or permanent, the employee will be paid the holiday pay based on their regular base rate of pay.