

**WRITTEN COMPENSATION POLICY**

**Written Compensation Policy** for each employee charged to CACFP

The Written Compensation Policy must include: rate of pay, hours of work, (including breaks and meal periods), payment schedule for regular compensation, overtime, compensatory time, holiday pay, benefits, severance, and payroll withholding.

(Some) or (All) of the costs of this position in my center are to be charged to CACFP.

Position: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

Hours of Work BEGIN: \_\_\_\_\_

END: \_\_\_\_\_

Breaks: \_\_\_\_\_

Lunch: \_\_\_\_\_

Pay policy and pay schedule Regular pay: \_\_\_\_\_

Overtime pay: \_\_\_\_\_

Compensatory time: \_\_\_\_\_

Holiday pay: \_\_\_\_\_

Benefits for this position Health: \_\_\_\_\_

Savings: \_\_\_\_\_

Federal match: \_\_\_\_\_

Severance: \_\_\_\_\_

Overtime pay: \_\_\_\_\_

Payroll withholding: \_\_\_\_\_