



## WAGE MEMO

Employee Name	Employer of Record Name	Participant (Veteran) Name	Participant CDCN ID#

Rates and services performed must follow what is approved in the Veteran's Spending Plan. Employee named above will be compensated at an hourly rate, as shown below, for normal services rendered:

Regular Wage of \$\_\_\_\_\_/hour      Effective Date: \_\_\_\_\_ Hours per Week \_\_\_\_\_

Paid Leave Wage of \$\_\_\_\_\_/hour

**Overtime:** Working overtime (more than 40 hours in a work week, or more than 12 hours in one day or one continuous shift) is not allowed without prior written approval from the agency authorizing services.

**Live-in Exemption from Overtime:** If the employee lives at the same residence as the veteran receiving services, they understand and declare they are not subject to overtime requirements, including receiving time and a half pay for overtime hours, of the Fair Labor Standards Act for Domestic Car Workers (Title 29, Subtitle B, Chapter V, Subchapter A, Part 552).

**Paid Leave:** Paid leave is paid for time off work, and at the same pay rate the employee earns during regular time worked.

**Start Date: Employee** and employer acknowledge that employee cannot start work and be paid until they receive written notice from CDCN of an official start date. Written notice will be provided through an official "Okay to Work" letter.

As the employer, I understand it is my responsibility to monitor hours worked and anticipate and resolve any such potential unauthorized hours worked situations.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Employer of Record Signature*

\_\_\_\_\_  
*Date*

