

TECHNICIAN PAY AND TIME KEEPING POLICY

This memo is to review CUI's pay and time keeping rules for Technicians and to remind you what to do if you have any questions regarding these policies.

PAY POLICY

1. As you know, you have agreed to be paid on a "piece rate" basis, meaning that the amount that you are paid is based on the number and type of jobs you perform. You have agreed that your piece rate pay is intended to pay you for all time that you are on the clock. Therefore, your piece rate pay is intended to pay you for both your productive and non-productive time.
2. Please remember that if your piece rate pay does not equal your minimum wage equivalent, you are entitled, under Federal law, to be paid at least the federally mandated minimum wage for all hours worked. In addition, you are entitled to any overtime payments as established under the FLSA. In the event that your piece rate pay falls below minimum wage in a given pay period, CUI will increase your pay so that you receive minimum wage for all hours worked in that pay period.
3. Also remember that your piece rate pay derives from payment from our client for the work you perform. Therefore, it is important that you properly complete all paperwork regarding each task you perform in a timely manner.

TIME KEEPING POLICY

1. Remember that you are required to accurately record your time. By entering your time and signing your time card each week you are verifying that you have accurately entered ALL of the time you have worked for CUI, including all warehouse time, travel time, meeting time and installation time. Also remember, in order to process your pay each pay period, you must accurately record your time and verify that it is accurate.
2. Failure to accurately record all of your time is a violation of Company policy, which could result in disciplinary action, up to and including termination.

DEDUCTIONS

Remember that you are responsible for all issued equipment that is not timely installed or returned, according to Company policy. You are also responsible for any damage to Company property, to a customer's home or property, while in a Company vehicle, or any traffic violation or ticket you receive in a Company vehicle.

QUESTIONS OR CONCERNS

If you have any questions or concerns regarding your pay, time keeping records, billing records, or any other issues regarding your employment with CUI, please contact your immediate supervisor. If you believe the issue has not been resolved, you should take the issue to the next level of management, up to your Regional Manager. If you feel that you have not received a satisfactory resolution after speaking with your Regional Manager you may email employeesupport@cuicable.com or you may call the corporate office at 205-402-0515. Please follow these notification processes as soon as possible when an issue or concern arises so that it may be addressed in a timely fashion.

I understand the policies contained in this memo and agree to comply with them:

Signature

Employee Name

Date