

STANDARD POLICY/PROCEDURE

FAIRFIELD UNIVERSITY FAIRFIELD, CONN

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EFFECTIVE DATE

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AUTHORIZED BY:

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W.J. Lucas

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SUBJECT

GENERAL PAYROLL PRACTICES

APPROVED

S.P. Jakab

PURPOSE

This policy and procedure establishes uniform pay practices for the University.

DEFINITIONS

A. Hourly Nonexempt Employee

All employees who are paid on an hourly basis.

B. Weekly Nonexempt Employee

All employees who are paid on the basis of a weekly salary for a 35 or 40 hour work week.

C. Salaried Exempt Employee

All Administrative/Professional employees exempt from the Federal Labor Standards Act (overtime regulations).

D. Pay Day

Each Friday for hourly and weekly nonexempt employees. The 15th and 30th (or most appropriate workday) for exempt salaried employees.

E. Base Hourly Rate

Is employees' established rate of compensation per hour including applicable shift differential for the classification of work performed.

F. Base Weekly Rate

Is employees' established rate of compensation per week.

G. Straight Time Pay

Is payment of base hourly rate for hours worked.

H. Time and One-Half Pay

Is payment of one and one-half times base rate for hours worked over 40.

I. Double Time Pay

Is payment of two times base hourly rate for hours worked.

J. Double Time and One-Half Pay

Is payment of two and one-half times base hourly rate for hours worked.

K. Work Week

Is the seven consecutive day period beginning at 12:01 a.m. Monday and ending 12:00 p.m. Sunday night. For pay purposes, all hours worked on a shift which starts on one calendar day and extends into the following day are identified with the calendar day on which the shift started. Normal work for nonexempt employees is 35 or 40 hours depending upon classification.

1. Hourly and Weekly Nonexempt Employees

Hourly and weekly nonexempt employees will receive time and one-half for all hours worked exceeding 40 hours per week. University recognized holidays and approved sick days are considered hours worked. Vacation days, personal days, and time off without pay are not considered hours worked for consideration of overtime pay.

2. Docked Pay

Hourly employees per classification, may be required to record their time on or before the start of their regular shift. A late arrival up to and including seven (7) minutes will not affect pay; lateness of eight (8) minutes or beyond will result in the loss of time (pay) to the nearest quarter hour, i.e., lateness of 11 minutes will result in the loss of 15 minutes pay; lateness of 18 minutes will result in the loss of 15 minutes pay; lateness of 23 minutes will result in the loss of 30 minutes pay, etc. Supervisors may excuse lateness under extreme circumstances by signing the time card over the late punch.

L. Full Time Employees

Employees hired for positions with a regularly scheduled work week of 35 or 40 hours on a 12 month basis. These employees are eligible for all University benefits as defined.

M. Academic Year Full Time Employees

Employees hired for positions with a regularly scheduled work week of 35 or 40 hours, but for less than a 12 month period. The academic year period must be 9 months or greater. Full benefits are earned while working. Insurances must be paid for by the employee while not working.

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N. Regular Part Time Employees

Employees hired for positions with a regularly scheduled work week of 20 or more hours but less than 35 hours on a 12 month or academic year basis. These employees are eligible for vacation, sick leave, personal days, paid holidays and tuition benefits on a pro-rated basis. Limited group medical insurance coverage is available at a cost to the employee.

O. Temporary Part Time Employees

Employees hired for positions that require a scheduled work week of 1 or more hours but less than 20 hours on a 12 month or academic year basis. These employees are not eligible for University benefits. Upon reclassification to a regular part time status, temporary service may be recognized in determining seniority, benefits, etc.

P. Temporary As Needed Employees

Employees hired on a temporary basis usually in a backup, fill-in or floater role. These employees may have an inconsistent/sporadic work schedule and are not eligible for University benefits.

Q. Seventh Day Overtime Pay

If an employee works seven consecutive work days within their regularly scheduled work week, the prevailing overtime rate will be double time.

R. Overtime Scheduling

The requirement for overtime hours will be imposed only when they are necessary to assure and maintain the proper functioning of a department. Overtime requests by the department Supervisor will be made on a reasonable basis whenever possible; however, there are times when reasonable notice to employees is not possible but the overtime requirement is necessary.

The allocation of normal overtime hours will be determined on an equitable basis among all members of the department. As a guideline, employees with the longest seniority in a particular work group would be given the first offer of a limited overtime situation. A refusal of overtime work for legitimate, acceptable reasons may be allowed. Repeated refusals, particularly during peak activity are considered serious examples of a lack of cooperation and can result in a review of the individual's continued employment status. Supervisors are required to maintain overtime records.

S. Holiday Pay

Full time, regular part time, hourly and weekly nonexempt employees will receive:

1. A full day's pay (based on regular scheduled hours) providing the employee works or has an excused absence (approved sick

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day, vacation day or personal day) on the regularly scheduled work day preceding and following a paid holiday.

2. Double time and one-half pay (holiday pay not exceeding 8 hours, plus time and one-half for all hours worked) if the employee is required to work a University recognized holiday.

Temporary employees will receive a minimum of time and one-half for all hours worked on a University recognized holiday.

T. Emergency Work

Employees who are requested to work in emergency situations (weather, power failure, etc.) or under undue hardship will be compensated at a double time rate. The nature and degree of emergency situations will be determined by the Associate Vice President for Administration in conjunction with each Division Head.

U. Call-Back Pay

Full time hourly and weekly nonexempt employees will receive a minimum of four hours pay at the applicable rate when called back after completion of their regular shift or on Saturday or Sunday to work because of an emergency. Call-back pay is not applicable if extra continuous hours of work are provided either before or after a regular shift. This situation is covered by normal overtime rates.

Payment of call-back time will be authorized only once during a normal 7 or 8 hour shift period. A shift period is defined as those hours that would be consistent with normal departmental work shift patterns. Departmental work shift patterns consist generally of three 8 hour shifts in a 24 hour period commencing at 12:01 a.m. and ending at 12:00 p.m. midnight.

In cases where an employee reports back in response to a call, the actual shift time will be determined by the starting time punched on his/her time card. If the work call back period crosses two "shift boundaries," work will be considered as performed during one shift only for purposes of this policy.

Included in the four (4) hour guaranteed minimum payment (four times the employee's standard hourly base rate), which is the base of this call-back section, will be payment for all hours worked at the appropriate rate of pay including any appropriate premium if applicable.

Only the actual hours worked are included (call-back hours not actually worked are not counted) to satisfy the base of 40 hours per week for premium pay calculations.

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V. Compensatory Time

Hourly and weekly nonexempt employees must receive compensation for all hours worked at the appropriate rate of pay. Under normal circumstances no compensatory time is given to hourly and weekly nonexempt employees. Compensatory time as given must be administered in accordance with all wage and hour laws and regulations.

W. Responsibilities

Supervisor reviews, approves and signs (no stamp - must be original signature) all time cards and time sheets for hours worked or paid, proper charges to accounts, and daily attendance. It is also the Supervisor's responsibility to see that all time sheets and time cards are in the Payroll Office by Monday morning of each normal work week. When a short work week is scheduled, time sheets and time cards should be in the Payroll Office on Friday of the week being reported. This is most important in order to enable the Payroll Office to process checks on a timely basis.