

Allegheny College <b>PERSONNEL POLICIES &amp; BENEFITS HANDBOOK</b>	<b>300</b> POLICY NUMBER
	<b>9/01/02</b> EFFECTIVE DATE
<b>Subject: COMPENSATION POLICIES/PROCEDURES</b>	

## **300 Compensation Policies/Procedures**

### **Time Sheets**

All non-exempt employees will keep weekly records of their actual time worked on time sheets. Time sheets are to be signed by both the employee and the supervisor.

All time sheets are to be submitted to the Human Resources Payroll Office (Bentley Hall) based on the schedule established at the beginning of each calendar year.

### **Pay Days**

All non-exempt employees are paid bi-weekly, generally on Fridays, for the two-week period ending the previous Saturday.

### **Pay Checks**

Pay checks or direct deposit advices are delivered to the Post Office on pay day for distribution to department mail boxes. If you wish to have your check mailed to your home, you can request so by contacting the Payroll Coordinator.

If you lose your pay check, contact the Payroll Coordinator to make arrangements to have a stop payment placed on the check and a replacement check issued.

### **300.1 Direct Deposit**

Automatic direct deposit of paychecks is available to all employees. By using direct deposit, you can save time and effort and have your pay available at the opening of business on payday. You may make arrangements for automatic direct deposit of your net pay to your checking and/or savings account or credit union. Funds may be deposited in up to three accounts. You may arrange for this benefit by completing the appropriate forms provided at the time of your new employee orientation with the Human Resources Office, or at a later date by contacting the Payroll Coordinator. Likewise, you can make account changes at any time by completing a new direct deposit form through the Payroll Coordinator.

### **300.2 Payroll Deductions**

The College is required to deduct certain federal, state, local, and social security taxes from your paycheck. The College makes statutory contributions to the Social Security fund. You may also elect to have other deductions withheld from your pay. These may include, but are not limited to, the following:

- Medical/Dental/Vision Premiums
- Retirement Contributions
- Section 125 Spending Accounts

Capital Campaign & Annual Fund  
United Way  
Payroll Savings Bonds

These deductions from your pay will be documented on your pay stub. The Payroll Coordinator is available to answer any questions you may have concerning these items.

### **300.3 Salary Increases**

Generally, decisions regarding pay increases are made by AEC members on an annual basis, depending upon availability of funds. Employees are generally considered for pay adjustments effective July 1<sup>st</sup>, as a part of the Board of Trustees Annual budget approval. Factors used by AEC members in determining whether to award an increase may include prevailing rates for comparable positions in the relevant labor market, internal equity, cost of living, job performance, or other relevant factors. To be eligible for a July 1<sup>st</sup> salary increase, you must be employed by the College for at least six months in advance of that date.

### **300.4 Overtime Eligibility**

Overtime is defined as hours actually worked in excess of forty hours per week. For these purposes, vacation time, sick time, personal time, and other paid or unpaid leave time are not regarded as hours worked in calculating overtime. Only College-observed national holidays are considered as days worked for the purposes of calculating overtime. Overtime hours must be authorized in advance by the supervisor. Only hourly (non-exempt) employees are eligible for overtime pay.

### **300.5 Pay for Committee Meetings and Special Events**

It is the College's intent to encourage your participation in appropriate standing committees and ad hoc committees established by AEC or the President. While the College encourages that such committee meetings should generally be held during normal working hours, schedules may sometimes require meetings to be held at lunchtime, in the late afternoon, evening, or on weekends. If attendance at meetings outside normal working hours is required by the College, then you are entitled to compensation for such attendance.

However, no compensation will be paid for voluntary participation in groups such as ACA, or for time spent voluntarily in planning or attending social events such as holiday parties, except as part of normal job duties. If you have a question as to whether a committee or event qualifies for compensation, consult either the Director of Human Resources or the Executive Vice President.

If you are required by your supervisor to attend special events held outside normal working hours, you are entitled to compensation for those hours. Such events include, but are not limited to, parents' weekend, freshmen orientation, reunions, and commencement.

Overnight travel away from home is compensable work time. The Wage and Hour Division considers travel away from home overnight "during an employee's regular working hours" to be hours worked. This is the case even if the travel encompasses nonscheduled workdays, such as Saturday and Sunday. Thus, the time spent in travel that occurs during the employee's normal work hours on any day of the week is considered hours worked.

Extra time for committee attendance should be separately identified on your time sheet.

## **300.6 Holiday Pay**

The College-observed national holidays include:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day\*
- Thanksgiving Day
- Christmas Day

In addition to the above-listed national holidays, the College may grant additional days off, as determined annually by AEC members.

\*Many offices remain open on Labor Day since classes are in session. Check with your supervisor to determine the requirements of your department.

If you are a regular full-time employee, you are eligible to observe these holidays at full pay.

If you are required to work on one of the above College-observed national holidays, you will be paid a premium rate of one times the base rate in addition to the holiday base pay. Holiday base pay is payment for holiday hours to which an eligible employee is entitled without working.

If you are a regular part-time employee, you are eligible for holiday pay if the holiday falls on one of your regularly scheduled workdays. You will be paid holiday pay based upon the number of hours for which you are normally scheduled to work on a daily basis.

When a holiday falls on a Saturday or Sunday, it is observed on the preceding Friday or the following Monday, respectively.

Closing offices early the day preceding a holiday requires approval from the President of the College. Supervisors do not have the discretion to close offices or allow employees to leave work early. Requests can be made through either the Office of Human Resources or the Vice-President, Finance and Administration.