

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

300 Compensation Policies/Procedures

Pay Days

Exempt employees are paid monthly, generally the last working day of each month, for the current month.

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 Manager.

If you lose your pay check, contact the Payroll Manager 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 Manager. Likewise, you can make account changes at any time by completing a new direct deposit form through the Payroll Manager.

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 Manager 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 1st, 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 1st salary increase, you must be employed by the College for at least six months in advance of that date.

300.4 Holidays

The College observes the following national holidays:

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

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

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

If you are a regular full-time employee, you are eligible to observe these holidays at full pay. However, if the College remains open on any national holiday, or special programs are taking place, those employees required to work will not receive any additional holiday pay.

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.

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.