

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

## 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 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 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.

### **300.5 Stipend Policy for Administrators — (Effective 1/14/14)**

Administrative staff members almost always have 12-month, salaried positions where the expectation is that, while the minimum work-week is 40 hours, they will work more than that if the job requires it. They use their judgment on this, and there is no “comp time.” Salaried administrators have latitude within broad constraints (e.g., support of supervisor, need to work closely or not with others, need for their office to be open and available during specified hours) regarding exactly when they will be in the office and when not.

In this model, twelve-month administrative staff members, and “less-than-12-month” administrators during their scheduled working months, do not receive stipends for taking on extra duties related to their jobs because the extra duties would, in consultation with a supervisor, necessarily either replace existing duties or would be duties the staff member would normally assume. When the extra duties represent activities that are clearly beyond the current scope of the job and when the new duties represent work that is normally compensated at a level greater than the salary of the administrator, the preference, on a case by case basis, is to consider building the new duties into the job description and adjusting salary accordingly to reflect expanded responsibility, not pay a special stipend.

In the case where the administrative staff person is asked by another department to perform duties that are unrelated to their job description but for which that person is particularly well-suited, and where, if the staff person is unable to perform the duty a person outside the College would be hired to do it, a stipend may be available. In this case, the staff person who is asked to perform the special duty must consult with the Provost and Dean of the College or the Executive Vice President who will ultimately decide if a stipend can be paid. The divisional vice president or dean responsible for the department paying the stipend must also formally approve it, in advance.

There are only limited exceptions to this policy. With prior approval, stipends may be awarded in the following limited circumstances:

1. Taking on a significant duty or project on a short-term basis due to a staff transition.
2. A project or duty that would be completed during a time when a staff member is not generally employed by the College, such as a summer stipend for a project completed by a 9-month employee.
3. A project or duty that would not normally be a part of this person’s position or connected to the person’s duties; is not within the person’s department; and can only be done outside the person’s normal working hours.
4. Participation in a program or project (e.g. a group study or teaching circle) that provides grant-funded stipends for participants and which does not replace or reduce the number of hours they would otherwise have spent on their job.

Stipends are not designed for work that is done during regular working hours or as part of a long-term compensation strategy. Whenever possible, work projects should be distributed to current employees to complete during their regular working hours, with a flexible attitude of working together for the good of the College.

Should a stipend be appropriate under one of the limited exceptions set forth above, advance approval from the Provost and Dean of the College or the Executive Vice President is necessary before the stipend can be paid. Approval for the stipend (even if it has been provided in the past) is necessary before any promises or assurances are made to the person doing the work. To gain approval, supervisors must follow these steps:

1. Complete the stipend request form, including details of the situation, proposed stipend amount, account to be charged, and duration of the stipend.

2. Sign the form and print it out for approval by your divisional AEC member who will forward it to the Provost and Dean of the College or the Executive Vice President for final approval.
3. Stipend requests must be approved before the employee is notified and/or the event in question takes place.
4. Once the Provost and Dean of the College or the Executive Vice President has approved the stipend, it will be forwarded to payroll for processing and included in the next scheduled and/or appropriate pay period.