

## EMPLOYMENT CLASSIFICATION AND PAY REGULATIONS

**PURPOSE:** To provide and maintain an equitable wage and salary system at the University that compensates all Staff members for their work efforts performed within specific job classifications and corresponding wage/salary ranges, in order to attract and retain the very best and most highly skilled employees possible within a system that is affordable to the Institution as well as in compliance with all Federal and State Wage and Hour Laws.

**POLICY:** All Faculty and Staff positions shall be categorized in accordance with the University's payroll system so that positions will be placed in the proper payroll classification in accordance with Federal regulations, University policy and at the appropriate corresponding benefit level.

**DATE APPROVED:** July 1, 2002

**REVISED:** September 1, 2007; September 6, 2005

### PRACTICES & PROCEDURES:

- I. Classification – Employment classification as an exempt, non-exempt, salary non-exempt, part time or temporary status could change during the course of your employment with the University. The Manager of Human Resources is responsible for the proper classification of all Faculty and Staff members. If you are uncertain as to what your employment status is, please contact Human Resources.
  - a. Full Time Employees are employees hired for an indefinite period regularly scheduled to work forty (40) or more hours per week. Full time employees become benefit eligible on the first of the month following 30-days of continuous employment.
    - i. Executive: Includes the President and Vice Presidents whose primary responsibility is considered to be executive.
    - ii. Administrative: Includes any (exempt or non-exempt) employee working nine (9) months or more per year and a minimum of forty (40) hours per week, whose primary responsibility is considered to be administrative or professional and non-teaching.
    - iii. Faculty: All faculty hired as, or progressing to the rank of Professor, Associate Professor, Assistant Professor, or Instructor, including librarians and visiting faculty, who shall also hold the appropriate faculty rank.
  - b. Part Time Employees: employees hired for an indefinite period who are regularly scheduled for less than 40 hours per week. Modified benefits are available to part time employees; please refer to the part time benefit summary sheet for complete details.
  - c. Part-time Faculty: All faculty hired with the title of Lecturer, or progressing to the title of Senior Lecturer. Part time faculty teach no more than four courses per

- academic year, exclusive of Summer Session.
- d. Adjunct Faculty: All faculty hired to teach on the undergraduate level in the University of Professional and Graduate Studies and any administrative or professional staff member, who may occasionally teach an undergraduate course either at the Rindge Campus, or in the Division of Professional and Graduate Studies.
  - e. Temporary Employees: are employees hired for a limited time to perform functions as a result of seasonality, special projects, abnormal work loads, temporary absence of an employee, emergencies, etc. Temporary employees are subject the University's policies and procedures but are not eligible for University benefits. Should a temporary employee become a full time employee, the University will apply all time worked as a temporary employee towards the 30-day waiting period for benefits.

## II.

### Employment Status

- a. Exempt employees are employees in positions classified by the University as exempt from the overtime provisions of the Fair Labor Standard Act (FLSA) and any applicable State law. Exempt employees are not eligible for overtime compensation and are paid a salary which represents compensation for all work performed in a pay period. Exempt employees are paid on a monthly basis. As an exempt employee the schedule may vary based on the number of hours needed to meet the job responsibilities. The individual holding this position may need to be available early morning, evening and weekends to meet the needs of the department. If exempt employees are required to work on a University holiday, they may take an alternate day off, within the same month.
- b. Non-Exempt employees: are in positions covered by the overtime provisions of the Fair Labor Standards Act (FLSA) or applicable State law. Non-exempt employees receive overtime pay at the rate of one and one half times their normal hourly rate for any hours worked in excess of forty hours (40) in one work week. It is important to note that holiday, summer and reduced services hours are included in overtime calculations; whereas sick, vacation and personal time are not included when calculating overtime. Management MUST approve all overtime in advance. Employee's who work overtime in advance without authorization may be subject to disciplinary up to and including termination from employment. Non-exempt employees shall be paid at the rate of straight time for all hours worked on a scheduled University holiday in addition to receiving their regular eight (8) hours holiday pay.
- c. Salary Non-Exempt: are in positions covered by the overtime provisions of the Fair Labor Standards Act (FLSA) or applicable State law. Non-exempt employees receive overtime pay at the rate of one and one half times their normal hourly rate for any hours worked in excess of forty hours (40) in one work week. However the University has chosen to pay them at a salaried rate. It is important to note that holiday, summer and reduced services hours are included in overtime calculations; whereas sick, vacation and personal time are not included when calculating overtime. Management MUST approve all overtime in advance. Employee's who work overtime in advance without authorization may be subject to disciplinary up to and including termination from employment. Salary non-exempt employees shall

be paid at the rate of straight time for all hours worked on a scheduled University holiday in addition to receiving their regular eight (8) hours holiday pay.

### III.

Payroll designations utilized by the University:

- a. Exempt salaried employees are:
  - i. Executive.
  - ii. Full-time Administrative.
  - iii. Full-time Faculty.
  - iv. Adjunct and Part-time Faculty.
- b. Non-exempt and Salary Non-Exempt employees are:
  - i. Full-time Staff.
  - ii. Part-time Staff.
  - iii. Temporary Staff.
  - iv. University Work Study Student.
  - v. Non-University Work Study Student.
- c. Miscellaneous designations
  - i. Stipend: A pre-approved gross sum paid to full or part-time Faculty or Staff member's requested by the University to perform a special, unclassified task that is clearly an additional responsibility to their primary position. Generally, a stipend may also be paid to a guest speaker if the fee was approved in advance.
  - ii. Honorarium: An unsolicited gross sum paid voluntarily to an individual invited to perform a specific task for the University. Upon completion of such task, the University presents the individual with an honorarium. An honorarium differs from a stipend in that the recipient had not requested a fee, but instead the University decided that a payment "in honor" should be made.

### IV.

General Information

- a. Emeritus Status: An honorary distinction that may be bestowed upon an active or retired employee by the University in recognition of outstanding service to the University community.

### V.

Hours of Operation

- a. The University work week officially commences at 12:01 A.M. Sunday and ends at 12:00 midnight Saturday. The University's regular work schedule is Monday through Friday, 8:00 A.M. to 4:30 P.M. with an unpaid half (1/2) hour meal break.
- b. Work schedules in the Professional and Graduate Studies Division are fixed, but vary in accordance with the needs of the individual Centers.
- c. Part-time work schedules may be established on a temporary basis, and will vary according to the needs of the department.
- d. Employees may not work more than thirteen (13) consecutive days without prior authorization from the Manager of Human Resources.
- e. Meal and Rest Breaks
  1. Any employee, who works more than five consecutive hours must, by law, be offered a 30-minute unpaid break. Meal or rest breaks can not be applied to the end of the employee's shift. It is the expectation of the University that the employee will take their meal break whether a meal is eaten or not.

2. Should the need occur, and if the Supervisor has approved the employee to work through his/her meal break, the employee must be allowed to eat during the performance of his work and the 30-minute break would then become paid.
  3. Full time employees are granted two (2) fifteen minute breaks per day. It is the expectation that the employee will use fifteen (15) minutes in the morning and the remaining fifteen (15) minutes in the afternoon.
- f. Department Specific Hours
- i. Maintenance Staff
    1. The primary work shift is Monday through Friday, 7:00 A.M. to 3:30 P.M. However, rotation (approximately one (1) week out of every ten (10) weeks) is required on an 8:30 A.M. to 5:00 P.M. shift. This shift runs Monday, Tuesday, Thursday, Friday, Saturday, with Wednesday & Sunday being the days off. This shift runs when classes are in session. In addition, there is a Tuesday through Saturday shift, with Sunday & Monday being the days off. This shift runs from 8:30 A.M. to 5:00 P.M., Tuesday through Friday, and 7:00 A.M. to 3:30 P.M. on Saturday. This shift runs year round. Both shifts include a fifteen (15) minute paid break in the morning, an unpaid thirty (30) minute lunch break which is combined with the fifteen (15) minute paid afternoon break. Therefore, lunch is forty-five (45) minutes, thirty (30) minutes unpaid and fifteen (15) minutes paid.
  - ii. Environmental Services Staff
    1. The primary work shift is 7:00 A.M. to 3:30P.M. In addition, there are three other day shifts: 5:00 A.M. to 1:30 P.M., 6:00 A.M. to 2:30 P.M., and 8:30am to 5:00pm. All four shifts include a fifteen (15) minutes paid break in the morning, an unpaid thirty (30) minute lunch break which is combined with the fifteen (15) minute paid afternoon break. Therefore, lunch is forty-five (45) minutes, thirty (30) minutes unpaid and fifteen (15) minutes paid.
    2. There is also one other shift that runs from 9:30pm to 5:30am which include a fifteen (15) minutes paid break in the first half of the shift, a paid thirty (30) minute meal break which is combined with the fifteen (15) minute paid second half break. Therefore, the meal break is forty-five (45) minutes paid.
  - iii. Campus Safety Officers
    1. The work schedule for Campus Safety Officers consists of five (5) shifts: 7:00 A.M. to 3:00 P.M., 8:00 A.M. to 4:00 P.M., 4:00 P.M. to 12:00 Midnight, 7:00 P.M to 3:00 A.M., and 12:00 Midnight to 8:00 A.M. Although these are the regular shifts, they may change to accommodate the needs of the University. Work schedules may vary with the academic calendar and seasonal demands. The workweek may also vary from the normal workweek of five (5) eight (8) hour days to four (4) ten (10) hour days, depending upon the

- needs of the University. All work schedules reflect the required coverage on a twenty-four (24) hour, seven (7) day per week basis.
2. As all Campus Safety Officers are required to be on-duty/on-call at all times during their scheduled shift, the required thirty (30) minute meal breaks must be paid time and it is included in the computation for overtime.
- g. Reduced Services - when the University has reduced services due to storm or other emergency, non-exempt employees shall be paid in the following manner:
- i. Certain non-exempt employees are classified as essential employees by the University. Essential employees are required to report to work on days that the University may be closed or reduced to assist with the essential functions of the University.
  - ii. Departments that have essential employees are:
    1. Campus Safety
    2. Facilities (EVS & Maintenance)
    3. Library Services
    4. Human Resources
    5. Payroll
  - iii. Services are reduced for full day
    1. Essential non-exempt employees who are required to work will receive pay for the hours worked and their normally scheduled hours for that day.
    2. Non-exempt employees who were scheduled but not required to work will be paid for their normally scheduled shift.
  - iv. Services are reduced for part of a day
    1. Essential non-exempt employees who are required to work will be paid for the hours worked plus the time between 8 AM and 4:30 PM that the University is closed.
      - a. Example - Delayed opening: The University decides to delay opening until 10am.
        - i. Employees arriving for their scheduled 5am shift would receive an additional 2 hours of inclement weather pay.
        - ii. The employee arriving for their scheduled 9am shift would receive 1 hour of inclement weather pay.
        - iii. The employee arriving at 11am would not receive any inclement weather pay.
      - b. Example – Early release: The University decides to close at 3pm.
        - i. Employees scheduled to leave at 1:30pm would not receive any inclement weather pay.
        - ii. Employees scheduled to leave at 4:30pm would receive an additional 1.5 hours of inclement weather pay.
        - iii. The Employee is scheduled to leave at 6:00 pm would receive an additional 1.5 hours of inclement weather pay.

2. Essential non-exempt employees who work outside the hours listed above may receive additional pay with approval of the Manager of Human Resources. This will be determined by the campus situation at the time that the employee's shift begins or ends. If it is determined that the travel situation is extremely difficult, employees who report to work on time or who work to the scheduled end of their shift will receive additional pay equal to the time that reduced services were provided between 8 AM and 4:30 PM. If the employee arrives within 30 minutes of the scheduled beginning of his/her shift, the additional pay will be reduced by the minutes late. Employees who report more than 30 minutes late will not receive any additional pay.
  - a. (Example: The University decides to reduce services at 3 PM because of severe weather. The Director of Human Resources determines that the travel conditions at 11 PM are still extremely severe. Non-exempt employees who are required to report at 11 PM will receive an additional 1 and ½ hour pay if they report to work on time.)
  - v. Non-exempt employees who are not required to work during the hours of reduced services will be paid for the hours that they are normally scheduled to work. No additional compensation is given to non-exempt employees who are not designated as an essential employee and chooses to come to work/remain at work when the University is operating under reduced services.
- h. Call-In/Call-Back Work Time
  1. On Call Pay. Non-Exempt employees who are required to be accessible for prompt return to work during scheduled time off may be paid at a certain established flat rate for availability of being in an on-call status. It is expected that the on-call compensation will cover any and all work performed in that on-call period away from the work site. Should the employee be called into the workplace, call back pay would be applied. On-call pay is not eligible for overtime pay. On-call pay does not apply to exempt employees.
  2. Call Back Pay. Non-Exempt employees who are required to return to the workplace will be paid a guaranteed minimum of two (2) hours of call back pay. Call back time begins when the employee arrives back at work and clocks back in. Employees will be paid at the regular rate of pay for hours worked at less than 40 in a work week and at the overtime rate of pay for hours worked in excess of 40 hours in a work week Any non-exempt employee who reports to work for their scheduled shift and is sent home by the employer will be paid a minimum of two hours. Call back pay does not apply to exempt employees.

3. Any non-exempt employee alerted and requested to work unscheduled hours for snow removal or treatment of ice and/or snow conditions (when the University is NOT officially closed) shall be paid at straight time, except that all hours exceeding forty (40) in the University work week, as defined in this Policy, shall be paid at the rate of time and one-half.

i. Flex Time and Summer Work Schedule

- i. If an employee requests to work different hours than those normally scheduled, approval may be given to grant flex time provided doing so does not interfere with the effective functioning of the department for a defined period of time.
- ii. Any change in a non-exempt employee's scheduled work hours requires prior supervisory approval. Supervisors are responsible for providing written notification to the Manager of Human Resources.
- iii. The workweek during the summer months will be designed so that non-exempt employees will receive one and one-half hours of paid leave each week that they work. For employees regularly scheduled 8:00 – 4:30 Monday to Friday, this will be done by closing the offices at 3:00 P.M. on Friday. For other employees, this will be done by the Supervisor scheduling individuals so that normal coverage is provided and each employee receives the one and one-half hours of paid leave for the week. If this leave is not taken during the week, the employee is not paid for it and it is not cumulative. If the leave is taken during the week, the leave counts as “hours worked” for the overtime calculation.

3. Pay Schedule & Distribution

- a. Upon hire, employees will be notified of their general working hours and compensation package. Throughout employment, employees will be notified if a change occurs.
- b. Direct deposit can be made to any bank or credit union that has Automated Clearing House capabilities. Pay-advice-notices shall be issued and distributed in the same manner as paychecks. Pay-advice-notices for employees of the Graduate & Professional Studies Division will be placed in regular mail to the attention of each Center Director for direct distribution at those campuses.
- c. Exempt employees are paid on the last business day of the month. Paychecks/pay advices will be available from their supervisors after 3pm.
- d. Non-Exempt and salaried non-exempt employees are paid every other Friday. Please refer to the Payroll Schedule located on e-Raven. (Payroll Schedules) Paychecks/pay advices will be available from their supervisors after 3pm
- e. As direct deposit is available to all employees, individual requests for mailing and/or the early release of paychecks will not be honored.

4. Deductions – The federal government requires the deduction of applicable state and federal income tax as well as social security Medicare deductions from your pay. Deductions are made according to standard government tables and vary according to your earnings, marital status, address, number of dependents, and request to have

additional funds withheld. If there is a change in your marital status, address or number of dependents please notify Human Resources immediately.

- a. The University makes contributions to social security equal to those deducting from each employee's paycheck. An employee's social security deduction is subject to a designated annual limitation. Social Security benefits, which employees may be eligible to receive at some time, include retirement income, disability benefits, funeral expenses, survivor benefits and Medicaid. Information regarding these federal benefits is available at your local Social Security Office.
- b. Under state law an employer is prohibited from withholding, making use of, or requiring any employee to remit any portion of their wages except; 1. for payroll taxes or otherwise required by statute; 2. when the deduction is authorized in writing or sufficient documentation by the employee for items for such as health benefits, etc. You will be asked to sign a payroll reduction request form where required under state law.
- c. From time to time, the University may, as a course of disciplinary action, suspend an employee without pay. Should this occur the withholding of wages will be handled in full day increments.
- d. While no process is fail proof, the University is diligent about processing payroll as accurately as possible. Should a deduction or any other error occur, the University will, upon notification of the error, investigate and work to reconcile the issue as soon as feasibly possible, making the adjustment, if necessary, on the first available paycheck. The employees are encouraged to contact Human Resources immediately if they feel a miscalculation has been made. Should the University discover an issue involving payroll, they employee will be notified immediately.