

V. PAY AND HOURS

Employee Categories

The descriptions below are used throughout this Handbook to describe the various classifications of employees. Sometimes employees can be classified into more than one type at a time. This aims to determine employee participation in the College's benefit programs, wage or salary reviews, or any time employment level is used to define a group of employees. The following is an explanation of each classification.

Temporary Employee

Temporary employees are hired for a specific period, project, or assignment. The employee is paid for actual hours worked and is not eligible for vacation, paid sick leave, group insurance, retirement benefits, or other paid leave benefits. Employees hired for a specific project or period will not experience a change in status simply because they remain employed longer than initially expected.

Regular Part-Time Employee

Employees who regularly work less than 30 hours per week. Part-time employees regularly scheduled to work at least 20 hours per week or more (12 months per year) are eligible for vacation, paid sick leave, and retirement benefits. Leave accruals will be prorated according to their FTE status. The benefits available are outlined in this Handbook. Some part-time employees may be eligible for group insurance and retirement benefits, depending on the number of hours they are regularly scheduled to work, and only as designated in the Benefits section of this Handbook or the official Plan documents.

Academic Calendar Year Part-Time Employee

Part-time employees who work the Academic Calendar Year (ACY) and are regularly scheduled to work at least 20 hours per week and less than 30 hours per week, 10 months per year, are eligible for personal time, paid sick leave, and retirement benefits. The benefits available are outlined in this Handbook and the official Plan documents.

Regular Full-Time Employee

Employees who regularly work 30 or more hours per week. Full-time employees are eligible for vacation, paid sick leave, group insurance, and retirement benefits. The benefits available are outlined in this Handbook and the official Plan documents. As explained below, full-time regular employees can be further classified as Exempt or Non-Exempt.

Academic Calendar Year Full-Time Employee

Employees who regularly work 30 or more hours per week during the Academic Calendar Year (ACY). Full-time ACY employees are eligible for paid personal time, paid sick leave, group insurance, and retirement benefits. The benefits available are outlined in this Handbook and the

official Plan documents. As explained below, full-time ACY employees can be classified as exempt or non-exempt.

Non-Exempt and Exempt Employees

Employees are also classified as either non-exempt or exempt under the minimum wage and overtime provisions of the Fair Labor Standards Act and any applicable state laws.

Non-Exempt Employees

Non-exempt employees are entitled to pay one and one-half times the employee's regular rate for work performed more than 40 hours in a workweek. Non-exempt employees may not work any hours outside their regularly scheduled hours unless a supervisor has received advance approval. Do not start work early, perform work before clocking in, finish work late, continue to work after clocking out, work during a meal break, work from home, or do any other extra work or overtime unless authorized. That time is recorded in your time record. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you perform but fail to report. Any employees who fail to report or inaccurately report any hours worked will be subject to disciplinary action, up to and including termination.

Exempt Employees

Exempt employees under the Fair Labor Standards Act are paid on a salary basis and do not receive overtime compensation; they receive the same compensation for each work week regardless of the number of hours worked each day, except in certain circumstances outlined below. Therefore, if you are classified as an exempt employee, you will receive a salary intended to compensate you for all hours you may work for the College in that pay period. This salary will be established at the time of hire or when you become classified as exempt. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

That being said, your salary is subject to certain deductions under applicable law. For example, the following deductions from your salary can be made:

- Full day absences for personal reasons, other than sickness or disability.
- Full day absences for sickness or disability, and the deduction is made pursuant to a bona fide plan, policy, or practice of paying wage-replacement benefits.
- Partial or full day deductions as penalties for violations of a safety rule of major significance.
- Full day disciplinary suspensions for violations of workplace conduct rules.
- Family and Medical Leave absences (either full or partial day absences).
- To offset amounts received as payment for jury duty or military pay.

- The first or last week of employment in the event you work less than a full week.
- Any full week in which you do not perform any work.

Your salary may also be reduced for certain types of deductions such as your portion of health, dental, or life insurance premiums; state, federal, or local taxes, social security; or voluntary contributions to a 401(k) or pension plan.

Please note: Employees may be required to use accrued paid sick leave or vacation for full or partial day absences for personal reasons, sickness or disability. However, an exempt employee's pay will not be reduced for partial-day absences if they have exhausted their paid sick leave and vacation balances. Under some such circumstances, the employee may be subject to disciplinary action for excessive absences.

Work Week

The workday is 7.75 hours, and the workweek begins at 12:01 a.m. Sunday and ends at 12:00 p.m. Saturday, for a total of 38.75 hours. However, when wages of non-exempt employees are expressed as a salary, the converted hourly wage rate is computed and paid for based on a 40-hour workweek. On occasion, specific departments may require overtime. As discussed in the following section, overtime compensation will be paid only after an employee has worked 40 hours in a given week, not after the 38.75 hours usually worked during the scheduled work week.

Pay Periods and Pay Dates

Faculty and Exempt Staff Pay Periods and Pay Dates.

Payroll is monthly. The pay period runs from the first through the last day of each month. **Faculty and Exempt Staff Pay Dates are on the last working day of each month (except December, when pay day is on the last banking day of the year).**

- **Faculty members** are typically paid over 12 months; 1/12 of their annual salary each month from September through August.
- **Exempt staff (administration)** are paid 1/12 of their annual salary each month. New hires are paid a pro-rated amount of their monthly salary on the last working day of the month in which they begin employment. Salaries of exempt staff are based on a standard 40-hour week. Total hours per pay period will vary based on the number of working days in the month. The pay periods are used to accrue vacation and sick leave earned and to deduct vacation, sick leave, and other types of leave used.

Non-Exempt (Hourly) Staff Pay Periods and Pay Dates.

Payroll is biweekly. The pay period ends on Saturday. An automated timecard system for non-exempt staff is used. This system is accessed through SC Connect and is called Self-Service Time Entry. Employees have until 12:00 noon the following Monday to complete and submit timecards to their supervisors. Supervisors have until 4:00 pm Monday to approve all their employees' timecards. Non-exempt Staff are paid on Friday following the end of each biweekly pay period.

- **Full-time, non-exempt staff** are paid hourly according to hours reported on their biweekly timecard. Vacation and sick leave are accrued each pay period, and leave used is deducted from leave balances each pay period.

If a full-time, non-exempt staff employee works over 40 hours in one work week, the number of hours over 40 is paid at one and one-half times the regular rate (OT on timecards). Any leave used counts toward weekly hours, but does not count as “hours worked” for purposes of determining entitlement to overtime and is paid at the straight time rate. *All overtime must be pre-approved by the supervisor. Comp time is not allowed.* Flexible hours within a week may be worked to prevent overtime (i.e., longer days early in the week may be offset by shorter days later in the week).

Leave hours are earned based on an 8-hour day, and therefore full days off need to be entered as 7.75 hours off.

- **Part-time, non-exempt staff** are paid hourly according to the pay periods. The number of hours over 40 is paid at time and a half (OT on the timecards). Part-time, non-exempt staff employees who work at least 20 hours per week, year-round, earn a prorated amount of vacation, personal, holiday, and sick leave. Any leave used counts toward weekly hours but does not count as “hours worked” for determining overtime compensation and is paid at the straight-time rate.

Non-Regular Pay (Stipends, Overload, and Supplemental Pay):

Non-regular pay must be approved by the appropriate department chair or vice president and submitted to payroll by the 15th of each month for inclusion in that month’s pay.

Overtime

Non-exempt employees are to work overtime only at the request and authorization of their supervisor. Only non-exempt employees will be paid overtime.

Work schedules should not exceed 40 hours per week, unless approved by your immediate supervisor. When an employee is required to work beyond their regular schedule, their supervisor should make every effort to arrange to flex time and adjust the employee's schedule in the same workweek.

Qualifying non-exempt employees will earn overtime at a rate of one and one-half times their regular rate of pay for all hours worked over forty in a workweek. Overtime compensation will be paid only after an employee has worked 40 hours in a given workweek. Hours paid for vacation, sick leave, holiday, or any other non-working time do not constitute “hours worked” and will not be used in determining entitlement to overtime compensation or the overtime calculation.

Payroll Deductions

Every payday, your earnings statement will show the deductions that you have authorized from your gross earnings. They include, for example, all Federal and State withholdings, Social Security, Medicare, deductions for the employee's portion medical and dental and vision insurance premiums, flexible spending or HSA accounts for medical and/or dependent care, optional life insurance, retirement, pledges, rent (if living in college housing), and other items as requested, and reductions for applicable retirement plan contributions, among others.

Federal and State tax withholdings are calculated using the information you have supplied to the College or on your W-4 forms. This form designates the number of allowances you wish to claim, your marital status, and any additional amounts you wish to have withheld. You may make changes to your W-4 status anytime by completing a new form and submitting it to Human Resources.

Direct Deposit

Simpson College requires all new employees to utilize payroll direct deposit into a checking or savings account at any financial institution that the employee chooses. Multiple direct deposit accounts are allowed. Staff and faculty can view the earnings statement in the payroll and tax information on SC Connect. Employees may make changes to their direct deposits by submitting a new direct deposit authorization form at least one week prior to the scheduled pay date.

QUESTIONS: Payroll questions should be directed to the Payroll Coordinator at x.1510. Funds will be deposited and available for withdrawal on your payday.

Review Your Earning Statement

Simpson College's policy and practice is to accurately compensate employees and to do so in compliance with all applicable state and federal laws. The College makes every effort to ensure employees are paid correctly. Occasionally, however, unintentional errors happen. Mistakes brought to our attention will be promptly corrected. To ensure that you are paid properly for all the time worked and that no improper deductions are made, you must record correctly all work time and review your earnings statements promptly to identify and report any errors.

If you believe your wages have been subject to any improper deductions or your pay does not accurately reflect all hours worked, you should report your concerns to your supervisor or the Director of Human Resources. The College will promptly investigate and make corrections, as applicable.

Time Records

You must maintain a record of the total hours you work each day. Your time record must accurately reflect all regular and overtime hours worked, any absences, late arrivals, early departures, and meal breaks utilizing the approved Web Time Entry (WTE) Timecard Entry Hints.

It is a violation of Simpson College's policy for any employee to falsify a time record or to alter another employee's time record. It is also a serious violation of college policy for any employee or supervisor to instruct another employee to incorrectly or falsely report hours worked, to alter another employee's timecard, or to under- or over-report hours worked. If any supervisor or employee instructs you to (1) incorrectly or falsely under- or overreport your hours worked, or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately to the Director of Human Resources or the Vice President for Business and Finance.

Payment Upon the Death of an Employee

In the event of the death of an individual while employed by the College, his/her estate shall be paid his/her salary or regular wage for the month (1/12 annual salary) in which the death occurred and two additional months.

If a full-time employee who has served the College for at least six consecutive years dies while employed by the College, the spouse and children of that employee are guaranteed the same tuition remission benefit that they would have received if the deceased had continued his/her employment at the College.

Rest Periods

Employees shall be allowed paid rest periods (or coffee breaks) of 15 minutes maximum each half-day, provided such interruption in work does not interfere with the performance of the employee's responsibilities or the efficiency of the department. If a rest period is permitted, it should be taken at times within the workday to be arranged by the supervisor, normally mid-morning and mid-afternoon. The work supervisor is responsible for ensuring that this privilege is not abused.

Break for Nursing Mothers

For up to one year after the child's birth, any lactating employee who is breastfeeding will be provided reasonable paid time to express milk at work. The College will provide a clean, private, shielded from view, and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk.

If you are a nursing mother and require breaks to express breast milk during the day, please contact your supervisor or Human Resources for information and to make arrangements to accommodate your needs.

Lactation breaks will be unpaid after they exceed 20 minutes in length and will be recorded on timesheets where appropriate. If the lactation break coincides with an unpaid meal break, the entire break will be unpaid.

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Meal Periods

Employees are encouraged to take a meal break each day. Non-exempt employees are required to clock out during meal breaks that are 20 minutes or longer in duration. During a meal break, any non-exempt employee is not permitted to perform work of any type.

Dining Hall Privileges

Employees and their families are welcome to utilize the College dining hall. Door prices for faculty and staff dining will be set by Food Services.

Travel Training Policy

In the course of employment, an employee may be asked to attend training or educational classes that would not only enhance their skills and abilities but also be necessary for the continued satisfactory performance of his or her job. An example would include computer training needed with the implementation of a new system. Such classes or training may require an employee to travel and attend seminars for a period longer than the normal 8-hour workday. Travel time and attendance at seminar sessions will be considered time at work. In such situations, the non-exempt employee and supervisor must determine the number of hours by which the employee's hours worked will exceed eight hours. Items such as banquets, social hours, or receptions not required to complete the program or for certification, but which are included in the days' events, are strictly voluntary and attendance will not be counted as time at work. Employees are, however, welcome to attend for their own pleasure. Where training and travel time result in a number of hours worked in the workday which exceeds eight hours, the supervisor may rearrange the non-exempt employee's schedule within the same workweek by reducing the number of hours worked on an alternative workday by an amount equal to the hours, or seek approval from the employee's divisional vice president for overtime hours. This information should then be communicated to Human Resources and the Payroll Coordinator on the employee's monthly timesheet via WTE.

Travel Time in General

Commute time to work: Time spent during home-to-work travel by an employee in an employer-provided or personal vehicle, generally is not "hours worked" and, therefore, are not paid.

Commute time or downtime during work hours: After you arrive at your first work site, time spent traveling to other work sites or downtime is considered compensable work time. Examples of "down-time" might include a situation in which you have timely arrived for a meeting but are awaiting past the scheduled start time for the meeting to begin.

Commute time home: Your compensable time ends when leaving your work site for the day on your commute home.

Airline business travel: When airline business travel that will keep a non-exempt employee away from home overnight occurs during a non-exempt employee's regular work hours on a regular

workday, the time is compensable. If airline business travel occurs on a non-regular workday, the non-exempt employee is paid for any travel time that cuts across their normal work hours as if this had occurred on a regular workday. In those non-regular workday instances, time spent traveling to and from the airport, including going through security and sitting at the gate, generally is not “hours worked” and, therefore, are not compensable. Compensable time begins when you board the plane. An exception to this would occur if, after going through security, work is being done while sitting at the gate awaiting boarding, then that work is compensable. Any compensable time, outside normal work hours, must have management’s pre-authorized, written approval.

Automotive business travel: For non-exempt employees needing to work from another business location, compensable time begins when you exceed your normal commute to your office. When business travel that will keep a non-exempt employee away from home overnight occurs during a non-exempt employee’s regular work hours on a regular workday, the time is compensable. If business travel occurs on a non-regular workday, the non-exempt employee is paid for any travel time that cuts across their normal work hours as if this had occurred on a regular workday. Any compensable time, outside normal work hours, must have management’s pre-authorized, written approval.