CHAPTER VI

EMPLOYMENT POLICIES - STAFF SPECIFIC

In addition to the policies articulated in Chapter IV, these policies are applicable primarily to staff employees of Clarke University.

Notice: The policies, rules and regulations contained in this Handbook do not constitute and are not intended to constitute an employment contract and may be changed by the University at any time without advance notice.

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ABSENCE / TARDINESS

Situations may arise which will cause an employee to be either absent or late. However, chronic absence and/or tardiness are detrimental to an employee’s department and to the University. If not corrected, it may result in disciplinary action, up to and including termination of employment.

The employee’s supervisor should be notified in advance of any absence or tardiness by the employee. If the supervisor cannot be reached, the Human Resources Office or alternate supervisor should be notified.

Four unexcused separate absences within a period of six months are considered excessive and may be cause for discipline or termination. An unexcused absence is any absence not excused by a supervisor (both full days missed or late to work). A supervisor may ask for documentation from a doctor for medical absences.

CELL PHONES

Clarke University may provide cellular telephones, as approved by a Vice President, to employees as a business tool. They are provided to assist employees in communicating effectively with other employees and outside clients/vendors as deemed necessary.

Cell phones that are purchased through Information Technology are the property of Clarke University. The primary use of the telephone is for university-related business. Personal use of an assigned cellular phone should be occasional, for example, business related trips or emergencies. Phone bills may be monitored for any excessive usage.

NOTE: Under no circumstances should the Clarke University assigned cellular phone be used as a replacement for a personal cell phone or residential landline phone.

Individuals to whom cellular phones have been provided are responsible for the security and maintenance of the phones and must promptly report any damage, theft, or vandalism to Telephone Services.

Safe use of the cell phone is of the utmost importance. Precautionary measures should be taken if it is necessary to use the cell phone while driving. It is suggested that the speaker phone feature be utilized or a hands-free device be purchased.

Cellular telephones may not be used to defame, harass, intimidate, or threaten any other person. Employees are prohibited from using their cell phones in any illegal, illicit or offensive manner.
CORRECTIVE ACTION

The Administrators of the University reserve the right to discipline employees when policies or work rules are violated. The University will determine the appropriate level of corrective action, which may include counseling, warnings, reprimands, suspensions, performance improvement plans, probation, or termination of employment. In determining the appropriate corrective action, the University will consider the seriousness of the offense, and the facts and circumstances involved. In those situations where termination of employment appears warranted, but more information is required, the employee may be suspended pending further investigation, with or without pay. However, being an employer at will, the University may terminate employment at any time, for any or no reason, with or without advance notice, with or without imposing corrective action, or at any step in the corrective action process. Examples of offenses which may result in corrective action or termination of employment include, but are not limited to, the following:

1. Theft, misuse, abuse or destruction of University property;
2. Assault or threats of violence toward anyone while on campus;
3. Falsifying of records, information or other employment materials;
4. Insubordination, poor work performance or excessive absenteeism;
5. Harassment or discrimination;
6. Failure to comply with University policies;
7. Being under the influence of drugs or alcohol while at work;
8. Release of confidential information to unauthorized persons.

DRESS CODE

The diversity of our University offices may allow individual differences in University dress and attire. Therefore, the appropriate dress and attire should be determined and enforced by the supervisor for each individual area. In all cases, staff should use their best judgment in determining daily dress.

EMPLOYMENT AT WILL

It is the policy of the University that individuals are employed “at the will” of the University. “At will” employees may resign from the University at any time, for any reason. Similarly, the University may terminate an individual’s employment at any time, with or without cause, and with or without advance notice.
FAIR LABOR STANDARDS ACT

The Fair Labor Standards Act (FLSA) is a federal law which requires U.S. employers to pay employees at least the current federal minimum wage and establishes criteria for which jobs require payment of overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

Certain personnel employed in executive, administrative, professional, outside sales and computer related capacities, and certain highly compensated employees generally are exempt from the provisions of the FLSA. Job titles do not determine exempt status.

Exempt employees are paid on a salary basis that is a predetermined amount of pay each pay period. They receive their full weekly salary for any week in which any work is performed, except as outlined below.

Exempt employees are not required to fill out hourly time records, but must account for daily attendance. They are expected to work whatever hours are necessary to meet the performance expectations outlined by their supervisors. Generally, full time exempt employees work 40 or more hours per week and do not receive extra pay for hours worked over 40 in one work week.

Deductions of Pay
Clarke University may make deductions from the weekly salary of an exempt employee in the following situations:

- If the exempt employee is absent from work for one or more full days for personal reasons (not illness) and has exhausted all personal and vacation days;
- If the exempt employee is absent for one or more full days due to illness or disability and sick time or disability pay is not available;
- To offset amounts employees receive as jury or witness fees, or for military pay;
- For suspensions of one or more days imposed in good faith for infractions of safety rules of major significance;
- For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions
- In the initial or terminal week of employment; or
- When an exempt employee takes unpaid leave under FMLA.

Any exempt employee who believes an improper pay deduction has occurred must take the following action to notify Clarke University of the alleged improper deduction:

1. Within 15 days of the pay period in which a deduction is noticed to be in error, the employee must contact his/her supervisor, in writing, explaining the nature of the improper deduction and the payroll date(s) in question. All supervisors are required to forward these written notices to the payroll department immediately for review.
2. The Director of Human Resources and the appropriate Executive Administrator will review the employee’s payroll in question and will make the determination as to the appropriateness of any deduction(s). If it is determined that a deduction was made in error, the employee will receive reimbursement for the deduction on the next paycheck.

Should an improper deduction occur, Clarke University will make every effort to correct its error and will take actions to remedy any processes necessary to ensure future errors will not occur. Questions about this policy should be addressed to your supervisor or to Human Resources.

GRIEVANCE PROCEDURE

It is the sincere intent of Clarke University to be fair and reasonable with all members of the administration, faculty and staff. However, situations may arise where some member may feel that a problem or problems have arisen or injustices have occurred that are not solvable through ordinary interpersonal discussion with either co-workers or supervisors. If an employee disagrees with the interpretation or application of university policy, is in disagreement with a co-worker or a supervisor, feels he/she was disciplined without just cause or discriminated against in connection with his/ her employment, he/she may use the following procedure.

This grievance procedure applies to non-introductory staff employees, and excludes Executive Administrators. Faculty grievances not related to harassment or discrimination are covered in the Faculty Appeals section in Chapter V of this manual. Any grievance related to a harassment or discrimination claim are addressed in the Anti-Harassment and Discrimination policy.

A grievance shall be presented no later than ten (10) working days after the occurrence of the event or the latest event in a related chain of events or the date the grievant learned of the event which gave rise to the alleged grievance. If an employee gets an answer to his/her grievance within the time frame set forth below at any step of the procedure and does not ask for further review of the grievance within the next five (5) working days, the appellate process will terminate and the grievance will not be considered any further.

**Step 1: The Immediate Supervisor**

Since most grievances can be settled in conversations between the employee and the employee’s supervisor, a written grievance will not be considered unless the grievance has first been discussed with the immediate supervisor, and the supervisor has been afforded seven (7) working days to provide a solution or an explanation. In the event that the solution or explanation is not acceptable to the grievant, then the grievant may proceed to Step 2. If the employee feels that it may be inappropriate to discuss the matter with the immediate supervisor or the department head, the employee may present the grievance directly to the appropriate vice president.
Step 2: The Vice President

If the issue cannot be resolved through an informal process, the staff member may present the concern to the appropriate vice president in writing within seven (7) days of the immediate supervisor’s response. The written document should include the following:

a. Statement and basis of the grievance
b. Date(s) of the occurrence(s)
c. Attempts already made to solve the grievance
d. Signature of the aggrieved employee and the date

The vice president, in conjunction with Human Resources, will investigate and provide a written solution or explanation to the grievant within seven (7) working days. The vice president should use reasonable means to resolve the disagreement. In the event that the solution or explanation is not acceptable to the grievant, then the grievant may proceed to Step 3.

Step 3: The President

The grievant may appeal the decision of the vice president to the President in writing within seven (7) working days after receiving his or her decision. The President will investigate and provide a solution or explanation to the grievant within seven (7) working days. The decision of the President is final.

Initiating the grievance procedure will not affect an employee’s employment, compensation, or work assignments. However, initiating a false accusation or grievance in bad faith may result in disciplinary action. A finding not in favor of the employee filing the grievance does not constitute a finding the grievance was in bad faith.

This procedure does not apply to an employee during his or her introductory period (90 days), except for an appeal to a discrimination, harassment, or sexual misconduct procedure.

INTRODUCTORY PERIOD

New employees are placed on an introductory period of three months (90 days). This period is designed to give employees an opportunity to evaluate their interest in their work and their ability to perform their required duties. The period also gives the supervisor an opportunity to evaluate the new employee in his or her new position.

Upon completion of the evaluation period, the Supervisor may conduct a 90 day review of performance. Forms are available in the HR Office.
During the introductory period, employees are not allowed to use vacation time for any absences. Upon completion of the introductory period, the employee will receive his or her allotted vacation time for the current year, prorated based on hire date.

OUTSIDE EMPLOYMENT

Outside employment is permitted under the condition that it does not interfere with the regular work of the employee. An employee’s immediate supervisor should be notified when an employee has accepted outside employment.

PAID TIME OFF

Vacation
For full time employees, length of annual vacation is determined by classification of employment and years of continuous service.

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<thead>
<tr>
<th>Category</th>
<th>Service</th>
<th>Vacation</th>
</tr>
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<tbody>
<tr>
<td>Executive Administrators</td>
<td>N/A</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Full time Staff</td>
<td>First Year</td>
<td>2 weeks</td>
</tr>
<tr>
<td></td>
<td>2 – 4 Years</td>
<td>3 weeks</td>
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<tr>
<td></td>
<td>5 – 9 Years</td>
<td>4 weeks</td>
</tr>
<tr>
<td></td>
<td>10+ Years</td>
<td>5 weeks</td>
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</tbody>
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Employees hired January 1 or later in a fiscal year will accrue vacation on a prorated basis at the “First Year” rate for the remainder of that fiscal year and the following fiscal year. The next year they will move to the “2 Year” rate, etc.

Vacation time is earned annually from the period of June 1 to May 31, and is intended for use during the entire year. If an employee terminates employment within the year and has used more than his or her prorated amount for that year, this amount will be reimbursed to the University or withheld from the final pay check. For these reasons, an employee should both plan and obtain approval for a specific vacation period well in advance. Vacation time is to be approved by the employee’s immediate supervisor and if requested, by the appropriate Vice President or Executive Director. Vacation forms are available on the HR web page.

Academic year full time employees are granted an annual vacation according to the same schedule with the length of vacation being 9/12 of the time given to a full time employee with the same classification and length of service. Part time employees averaging 20 hours or more per week are granted a prorated annual vacation according to the same schedule based on annual hours worked in relation to a full time employee with the same classification and length of service.
When a university observed holiday falls within an employee’s vacation period, the day will be paid as a holiday and not charged against the employee’s vacation.

Employees may carry over one week (40 hours full time) vacation to the new period beginning June 1. End of the year balances over one week (40 hours for full time, 20 hours for part time) will be forfeited.

Upon separation of employment from the University, salaried and hourly employees who have given proper notice (no less than two weeks) will receive payment for any earned, unused vacation. If an employee terminates employment before the end of the fiscal year, the amount of vacation earned will be prorated accordingly. An employee who has used more than his or her prorated amount for that year is required to reimburse the University or the amount will be withheld from the final pay check. After submitting a resignation, staff members are prohibited from taking vacation during the notice period unless approved by the Vice President.

**Holiday**

Full time employees and part time employees working at least 20 hours per week are granted holiday time each year. The holiday schedule is determined by the President’s Cabinet on a yearly basis and the approved holidays are posted by the Human Resources Office, as well as on the Clarke University website. Eligible employees will receive 10 paid holidays per academic year, however additional days may be granted annually at the President’s discretion (i.e. between the Christmas and New Year’s holiday). These discretionary days are not considered holiday and will not be subject to the same pay schedule as outlined below.

Full time employees actively employed at the time of the holiday will receive 8 hours pay. Part time employees working at least 20 hours per week will receive holiday pay at their fractional equivalent of full time employment. Part time employees under 20 hours per week will not receive holiday pay.

Active employees that are normally scheduled to work on a designated holiday will receive pay for that holiday dependent on their normal hourly schedule. (For example full time employees would receive 8 hours of pay; part time employees would receive 4 hours of pay).

When a holiday falls on a Saturday, the preceding Friday will be observed as a holiday. When a holiday falls on a Sunday, the following Monday will be observed as a holiday. Hourly, non-exempt employees who are required to work on a University designated holiday will normally receive two (2) times their standard hourly rate for hours worked on the holiday, regardless of the number of hours worked during the week. However, an Executive Administrator may elect to provide hourly employees within their department an additional floating holiday, to be taken within the same fiscal year as the designated holiday, in lieu of pay over and above the standard rate of pay. Salaried, exempt employees that are required to work on a University designated holiday will not receive
additional compensation over their normal salary. An Executive Administrator may elect to provide the exempt employee with a discretionary stipend or an additional floating holiday, to be taken within the fiscal year.

Excused absences for observance of religious holidays or specially recognized holidays (i.e. Veteran’s Day) other than those days designated as University holidays are permitted. Requests to be away from work to participate in such observances should be submitted at least two weeks prior to the proposed absence. Responsible administrators/supervisors will make reasonable accommodations for an employee’s time away to the extent it does not create an undue hardship for the University. Planned absences for such requests may be taken as either paid vacation leave, as time off without pay, or with equivalent time worked that has been agreed upon by the employee and the responsible administrator/supervisor.

Sick Time
Sick time is accrued on a monthly basis at the rate of 8 hours per month. Sick time ceases to accrue once the employee accumulates 480 hours of sick time. Sick time may only be used for an employee’s own illness or the illness of a family member. Applicable family members include: mother, father, spouse, children, step-children, brother, sister, grandparent, grandchild, domestic partner, and in-law (mother, father, brother, sister). The employee’s supervisor may request a doctor’s written documentation regarding the employee’s absence.

Leave Forms
Salary employees must fill out a leave form for the use of any vacation or sick time. Hourly employees will report vacation, sick and holiday time via WebAdvisor. It is the responsibility of the submitting employee and supervisor to verify the availability of usable paid time off. If an employee submits a leave form for paid time off that is not available or accrued, that time will not be paid. Any abuse of the paid time off benefit will be subject to disciplinary action.

In order to manage and promote the paid time off benefit plans, only Executive Administrators have the authority to grant additional floating holidays to employees who may work extra time throughout the year.

**PROMOTION AND TRANSFER**

Clarke University will make attempts to fill existing vacancies by promoting current employees to more responsible positions when the employees qualifications and abilities justify such a promotion. All open positions will be posted either internally via email, or on the Clarke University website. Employees who wish to apply for open positions must have completed the introductory period within their position and must follow the same application process as external applicants.

Promotion and transfer proposals must be approved by the President and Vice President for Business and Finance. Written documentation in the form of a contract request or
A memorandum must be received by the Human Resources Office in order to make necessary salary or benefits adjustments.

In certain circumstances, the University may have to transfer employees to new assignments and reserves the right to do so. Furthermore, an employee may be asked from time to time to help in another department which is in need of temporary assistance.

**RETIREMENT POLICY**

Retirement eligible staff may be able to reduce their FTE status and maintain eligibility for many essential University benefits by participating in a phased retirement plan. Since many departments cannot function with several part-time employees, the decision to allow a staff member to participate in phased retirement will be in consultation with the supervisor and the vice president. Eligible staff desiring to reduce their hours may do so only if the supervisor and vice president agree that the department can function adequately with fewer full-time employees. The reduction in hours would need to be negotiated case by case between the employee and the department, and would depend on the nature of the position as well as the department's ability to fill in the gaps with other employees, or use the cost savings of the reduction in hours to hire a replacement employee starting before the retiring employee's final retirement date. Requests to be placed on phased retirement must be voluntarily initiated by the staff member. Supervisors cannot impose a phased retirement on a staff member.

**Eligibility**

Staff who wish to participate in the phased retirement plan must indicate their intent in writing to their supervisor and vice president. Those eligible to participate in the phased retirement plan must be:

- full-time, Clarke University employees;
- at least 60 years of age;
- and have been employed at Clarke University for a minimum of 10 years at the time of initial participation in the plan.

Part-time status can be maintained for a maximum of three years provided the department needs are being met. However, the department needs must be evaluated annually as will the part-time status of the employee. During the phased retirement period staff will continue to be expected to meet all requirements of their position.

**Compensation**

Salary during phased retirement will be determined prior to participation in the plan. The financial needs of the employee and of the department, as well as, job duties and skill level of the employee will be taken into account when determine the rate of pay.

**Benefits**
Participation under this program entitles the employee to participate (on a volunteer basis) in the following benefit programs, dependent upon FTE status:

Full Benefits for .75 FTE – 1 FTE:

- Health Insurance (at current rate)
- Dental Insurance (at current rate)
- 403 (b) retirement through TIAA-Cref
- Flexible Spending Plan
- Tuition Remission at full rate
- Tuition Exchange
- Group Life Insurance and Long Term Disability are provided and paid by the University

Half Benefits for .5 FTE - .75 FTE:

- Health Insurance (at prorated current rate)
- Dental Insurance (at prorated current rate)
- 403(b) retirement through TIAA-Cref
- Tuition Remission (at 50%)

STAFF CODE OF CONDUCT AND BEHAVIOR

Ethical Conduct
Clarke University is an institution rooted in the values of freedom, charity, education and justice and as such, doing business in an ethical manner is central to the university's mission. Within this framework, the university believes that all faculty and staff members should strive to act ethically at all times. Fundamentally, this includes acting honestly and responsibly both internally and externally. It is the belief of the university that all individuals should be treated fairly and with respect. It is to ensure that others are treated as you wish to be treated. Ethical conduct is the embodiment of the community that is Clarke University.

Standards
All staff members are expected to conduct themselves and behave in a manner which is conducive to the efficient operation of the University, its mission and values. Such conduct includes but is not limited to:

- Meeting job performance expectations and other responsibilities
- Notifying supervisors and in some cases the Executive Administrator in advance when the staff member will be absent from work or is unable to perform job duties or other responsibilities as assigned
- Complying with all University safety regulations
- Wearing appropriate clothing to work
• Treating all students, visitors, and fellow employees (both staff and faculty) in a courteous manner
• Refraining from behavior or conduct deemed offensive or undesirable, or which is subject to disciplinary action
• Reporting unethical or illegal conduct by fellow employees or students

Prohibited Conduct
The following are examples of prohibited conduct that may subject the individual involved to disciplinary action, up to, and including, termination of employment.

• Reporting to work under the influence of alcohol and/or illegal drugs or narcotics, of the use, sale, dispensing, or possession of alcoholic beverages and/or illegal drugs or narcotics on University premises
• Using language or acting in a way that is discourteous, abusive, threatening, or demeaning to others
• Possessing firearms or other weapons on University premises
• Being insubordinate or refusing to follow instructions from one’s Supervisor or the administration concerning a job-related matter
• Fighting or assaulting a fellow employee, student or visitor
• Stealing, destroying, or misusing University property or the property of another employee or student
• Falsifying or altering any University record or report maintained by the University
• Threatening or intimidating faculty, staff, students, visitors, or any other member of the campus community
• Smoking contrary to local ordinance and University policy
• Engaging in rough, rowdy, or other inappropriate behavior
• Being convicted of a felony or other crime
• Exceeding reasonable personal use of the University equipment and facilities (e.g. telephone, copy machine, fax machine, computer, darkroom, classrooms, etc.)
• Promoting a personal business or personal gain during work hours or any University-sponsored activity
• Sexual misconduct and harassing or discriminating any person in a manner prohibited by law
• Involvement in terrorist activities
TELEPHONE USE

Personal calls received or made on University telephones or personal cell phones should be both infrequent and short in duration. No personal long distance calls are to be made except for emergencies, and the University shall be reimbursed for such calls. Providing the toll-free number for personal use is prohibited.

VACATION DONATION PROGRAM

Purpose

The university recognizes that staff members may experience a serious personal or medical hardship that may cause a severe impact to them, resulting in a need for time off in excess of their available sick or vacation leave. This program allows staff members to donate vacation to their eligible co-workers in need, in accordance with the vacation donation guidelines as outlined below.

Eligibility

Eligibility applies to those employees who have exhausted all available paid leave, such as vacation or sick leave hours if applicable, and do not meet the requirements for short-term sick leave, long-term disability (LTD), or workers’ compensation benefits; and who also meet the definition of having a “serious personal or medical hardship or catastrophic illness or injury.”

Criteria to receive donated leave include:

- An incapacitating, critical, or catastrophic illness or injury of the staff member or an immediate family member that poses a threat to life and/or requires hospital or hospice health care and that has been certified by the treating licensed healthcare practitioner.
- The staff member qualifies for FMLA leave due to the staff member’s or immediate family member’s qualifying illness or injury.
- Family members include: employee’s mother, father, spouse, children, step-children, brother, sister, grandparent, grandchild, domestic partner, and in-law (mother, father, brother, sister).
- A serious personal hardship.

A serious personal hardship may include:
- A fire, flood, or other weather related catastrophes.

Serious medical hardship or catastrophic illness or injury may include:
- Cancer – In a treatment program requiring radiation or chemotherapy;
- Major surgery;
- A serious accident;
• Heart attack;
• In a treatment program requiring kidney dialysis;
• Other serious or life threatening illnesses; or
• Diagnosed as terminally ill; and for which a physician has certified the condition is likely to result in the cessation of active work for 30 or more calendar days.

Maternity leave and short-term conditions or illnesses will not be eligible for donated vacation hours unless there are extenuating medical complications that meet the guidelines for catastrophic illness.

**Operation of Program**

Donated vacation time will be placed in a bank that will be available for individuals in need of it in accordance with the eligibility section of this policy. Staff members in need of hours from the donation bank should contact Human Resources, which will determine eligibility for the donation and administer the dispersal of hours according to the policy. Human Resources will notify employees when the bank runs low on donated hours.

The shared leave program is strictly voluntary; no staff member shall be compelled to participate in the shared leave program. Staff members are eligible to donate leave according to the criteria below:

• Donors should complete the “Voluntary Vacation Donation Form” found on the Human Resources website.
• Vacation – Minimum donation is four (4) hours. Vacation hours donated should not reduce the donor’s vacation leave below an annual accumulation of 40 hours (1 week); prorated for part-time employees.
• Hours that would normally be lost at the end of the fiscal year due to the carryover limit may be donated to the bank, up to 40 hours, if an employee requests this option. This must be requested by the person wishing to donate the hours each fiscal year prior to June 30th.
• Sick leave is excluded from donation. Employees must retain sick leave in the event they have short or long term illness or injury or family medical needs.
• Donated hours must be used within two years. If donated hours are not used within two years they are removed from the bank of hours.

At the end of the fiscal year, the Human Resource Office will share with campus the number of hours used from the bank.

**Confidentiality**

Medical information is confidential and names or other information about recipients of vacation donation hours will not be released. If the employee wishes to make the medical status public, he/she may do so individually or through the supervisor.
Individual leave records are confidential. The donation or receipt of leave may not be revealed without the consent of the person affected.

**WORK HOURS**

The regular office hours of Clarke University are from 8:00am to 4:30pm, Monday through Friday.

Rest Periods: Non-exempt employees receive one half-hour lunch break and two fifteen minute rest breaks per day. The lunch break may be extended for up to one hour, if the rest periods are not taken, at the request of the employee and the approval of the supervisor. In scheduling both rest breaks and lunch breaks, each employee should consider the needs of the department. Where there are two or more employees in an office, these breaks should be staggered to allow the office to remain appropriately staffed.

For full-time employees, the normal work day is eight hours and the normal work week is forty hours. Due to the different needs in some areas, the determination of the daily and weekly work schedule will be set by the appropriate administrator.

It is expected that all employees will follow the schedule as set by their supervisors.

Overtime: Overtime is discouraged unless an emergency exists. All overtime must be approved in advance by the employee’s supervisor and/or Executive Administrator. Non-exempt employees who work in excess of 40 hours in any one work week will be compensated with overtime pay at the rate of one and one-half times the employee’s hourly base rate. Overtime as indicated on the time sheet will not be paid unless it exceeds fifteen minutes at the end of the time period and is properly authorized. Employees who work overtime without the approval of a supervisor or Executive Administrator will be disciplined through the Corrective Action process. The following absences shall not be considered as overtime: sick days, vacation or leaves of absence (including bereavement, jury duty, etc). Holiday pay will be counted as time worked in the calculation of overtime.

**Time Records**

All non-exempt employees are required to record the hours of work for which they are to be paid in the WebAdvisor system. It is the employee’s responsibility to accurately enter hours worked into the WebAdvisor system. Failure to enter hours accurately will result in immediate disciplinary action, up to and including termination. If a mistake is does occur, the employee’s supervisor should be notified immediately. In addition, employees must ensure proper payment of wages by entering hourly data by the appropriate deadline.
shown on the electronic timecard. Only hours reported will be paid. Time used for meal periods or any other personal reason should also be recorded appropriately.

Approval of pay for sick time, sick leave, vacation, leave without pay, bereavement or any other time off should be indicated on the electronic timecard (WebAdvisor) and approved by the employee’s supervisor.

Supervisors of hourly employees are accountable for reviewing, adjusting and/or approving their employee’s time on a bi-weekly basis. Any changes that need to be made to an hourly employee’s timecard must be made by the supervisor in WebAdvisor. Supervisors that neglect this responsibility will be disciplined through corrective action.