

## **SECTION 4 – PAYROLL & WAGE AND SALARY ADMINISTRATION**

### **4.1 Workweek and Pay Periods**

For hourly employees, the College workweek begins on Tuesday (12:01 a.m.) and ends on Monday (midnight). Hourly employees are paid every two weeks on Fridays.

Salaried employees are paid monthly on the 20th (or on the last prior workday if the 20th falls on a weekend or holiday).

Hourly and salaried employees hired on or after January 1, 2007 are required to have their paychecks deposited automatically into their bank accounts. Human Resources will provide you with the necessary forms to set up direct deposit.

### **4.2 Time Records**

Supervisors are required to keep an accurate record of the hours actually worked by hourly employees. If you are an hourly employee, your supervisor will show you the system of record keeping used in your department.

### **4.3 Overtime**

You are expected to cooperate if your supervisor asks you to work overtime or on a scheduled day off. For non-exempt employees, overtime work is defined as time worked in excess of 40 hours actually worked in one workweek. Holiday, vacation, personal leave, sick leave, and unpaid leave hours are not hours actually worked. Overtime work must be approved in advance by the supervisor, and failure to obtain such approval may result in discipline. If your supervisor authorizes you to work in excess of 40 hours in any workweek and you are a non-exempt employee, you will be paid at the rate of one-and-one-half times your regular rate for those hours worked in excess of 40 hours actually worked as defined above.

A non-exempt employee authorized to work on a holiday will receive straight time pay for all hours actually worked on that day in addition to their regular holiday pay.

Exempt employees are not subject to payment for overtime work. A supervisor may grant additional vacation time whenever an employee has been required to work excessive time beyond normal expectations.

### **4.4 Compensatory Time**

Compensatory time is time off given in lieu of monetary overtime compensation. Compensatory time only applies to non-exempt employees and can only be earned if you work more than 40 hours during a college workweek, which has been defined above. You will receive one-and-one-half hours off for each hour of overtime worked. Your supervisor must approve all compensatory time in advance. In addition, compensatory time must be taken during the pay period in which it was earned. If it is not possible to use compensatory time during the pay period it was earned you will receive payment for the overtime hours you worked at one-and-one-half times your hourly rate of pay. Exempt employees are not eligible for compensatory time.

#### **4.5 Payroll Deductions**

Deductions that are required by law (Social Security and federal and state income taxes) and deductions resulting from employee participation in the college retirement, health, dental, and optional insurance plans, are made automatically. For a number of reasons, you may wish to have other payroll deductions. For example, payroll deductions can be used to deposit monies directly into a credit union account, or to contribute to the United Way or the College's Annual Loyalty Fund. If you wish to have such payroll deductions made, contact Human Resources.

#### **4.6 Taxes**

Deductions for federal and state taxes appear on your paycheck stub under the headings "FEDERAL" and "STATE." Deductions for Social Security appear under the heading "F.I.C.A." and are based on information provided by you on the IRS W-4 and state of Virginia V-4 withholding tax forms. Under certain circumstances, it is possible to adjust the amount withheld for federal and state income taxes. If you wish to change the amount of tax withheld, contact the Payroll Administrator. For tax purposes, it is your responsibility to inform the Payroll Administrator in writing of any change in your marital status or the number of dependents. Forms for this purpose are available in the Business Office and on the College website.

#### **4.7 Garnishment of Wages**

If a creditor obtains a garnishment on your earnings, the College is required by law to deduct the necessary payments.

#### **4.8 Correcting Errors in Paychecks**

If you have reason to believe that an error has occurred in your paycheck, notify your supervisor and report the error to Human Resources or the Payroll Administrator. If an error is found, an adjustment will normally be made no later than on the next paycheck.

#### **4.9 Salary Administration**

The salary administration goal of the College is to maintain a just and fair relationship between the duties of various jobs and the wages paid for these jobs, and to provide for a fair and equitable relationship between the rate the College pays for various jobs and the rates paid for similar jobs in the local marketplace. Wage decisions take into consideration the overall economic condition and financial state of the College. Such decisions remain within the sole discretion of the College.

Employees who are granted an increase in pay for taking on additional significant job responsibilities will be subject to losing the increase if the job responsibilities are taken away at a later date.

Salary information is considered confidential and should never be discussed with anyone other than your supervisor, manager or Human Resources. Approved annual salary increases are scheduled to go into effect in September.

#### **4.10 Additional Compensation for Staff who Teach**

No Additional compensation will be due to any staff employee who teaches a class at the College during office hours. A staff employee's job description may include teaching duties and if such is the case, the determination of the job's rate of pay will take the teaching duties into account. If a staff employee's job description does not include the duty to teach a specific course(s), permission to teach a class during office hours must be acquired from supervision.

Also, staff employees who teach a class for Randolph-Macon College students may do so provided the class is taught outside office hours. Staff employees will be compensated at adjunct faculty rates for any classes taught outside normal operating hours.

#### **4.11 Evaluations and Promotions**

Annual written evaluations of your work generally occur during the Spring (April) of each year and annually thereafter. During these reviews of your performance, you should express any concerns you have about your own work and about the College in general. A written copy of your evaluation will be placed in your personnel file maintained in the Human Resources Office.

Performance evaluations are a factor in determining pay increases. Like all other aspects of the performance appraisal process, salary and wages should be treated as a confidential matter between the supervisor and employee.

#### **4.12 Recruitment of Authorized Staff Positions**

It is generally the policy of the College to conduct public searches whenever recruiting for a vacant position. The recruiting of any vacant position must be coordinated through the Human Resources Office.

Normally, when director or higher level administrative positions come open, there will be a public search led by a member of the President's senior staff. It will be up to each senior staff member to determine the nature of the search. Upon approval, all other positions will be handled in a similar manner by the respective supervisor or manager. Positions that require extensive interaction with the larger community should include a search committee and/or a number of individual interviews with reasonable representation from the community. Positions that are more specialized might have a narrower committee membership and/or individual interviews. Openings should be advertised either locally, nationally or both depending on the nature of the position, and resumes should be solicited by Human Resources and read by the committee and/or individuals involved in the search process. Internal candidates should be encouraged to apply, but it should rarely be the case that appointments are made outside of a public search process.

Job openings will be posted on a bulletin board in Human Resources, on the College website, and also emailed throughout the campus community.

If you apply for an announced position, you should also inform your supervisor. Your indication of an interest in an opening will not affect your current position. Employees who are under an evaluation period (see Section 2.4) or who are on probation are not eligible to apply for open positions on campus until such time the evaluation or probation period ends.