

COMPENSATION

General Policies

It is the policy of Denison University to pay for all hours worked. The U.S. Fair Labor Standards Act of 1938, as amended is very specific in its requirements. All policies established within the University will adhere to this Act. To comply with this law, it is essential that each employee accurately report all hours worked. All absences must also be reported. Your supervisor will instruct you in detail on the use of forms to accomplish this reporting.

Most Supportive Operating Staff are subject to the Fair Labor Standards Act regardless of hours, nature of job, location where work is done, and multi-department assignments. If you are exempt from the Fair Labor Standards Act for any reason, you will be advised.

Overtime Pay

(Effective December 31, 2007)

All non-exempt employees under the Fair Labor Standards Act are entitled to one and one-half times their regular rate of pay for hours worked in excess of forty (40) hours per workweek.

All overtime work must be authorized in advance by the department head. Hours granted for funeral leave, holidays, sick leave and vacation are considered time worked for the purpose of calculating overtime.

Casual/temporary employees who work on a holiday are paid the regular hourly rate with no premium for holiday work.

Call Back Pay

(Effective October 16, 2013)

An employee summoned from home "back" to work due to an urgent or an emergency situation, requiring additional travel to and from work, will receive regular pay for not less than the equivalent of three hours of work.

If the call back pay also qualifies for overtime pay, then an employee receives either one and one-half times the hours worked or three hours, whichever is greater. This minimum does not apply to work performed prior to the start of the regular shift and continuing into the regular shift or added to the end of a regular work shift. However, employees serving as members of the University Governance committees, or similar groups or committees, are not eligible for call back pay and will be compensated at their regular hourly rate of pay.

Pay Periods

The work week is a seven day period beginning 12am, Sunday and ending the following Saturday, at 11:59pm.

Supportive Operating Staff employees are paid biweekly. Payday is the Friday following the end of the pay period. If a payday falls on a holiday, employees are paid the last working day prior to the holiday.

Time Sheets

On-line timesheets through Denison self-service must be submitted to your supervisor at noon following the pay period.

Timesheets will be due to the Payroll Office earlier when a payday falls on a holiday. Employees will be notified of the adjusted deadline.

Adjustments to hours should be recorded on the next pay period's on-line timesheet.

Payroll Deductions

The University is required by law to deduct Federal, State, local, and school district income taxes and Social Security taxes from your wages. It is your responsibility to advise the Office of Human Resources of any change in the number of exemptions you are allowed or a change in your place of residence, to ensure proper school district and local tax withholding.

Deductions for employee contributions to staff benefit programs are made upon your enrollment and written authorization.

It is the practice of the University to make only those deductions required by statute or by court order and certain other deductions authorized by you and the University such as United Way, rent for Denison owned housing, and special gift contributions to Denison.

Compensatory Time Off

The Fair Labor Standards Act does not allow an employer to give compensatory time off in exchange for paying overtime unless the compensatory time is taken in the same week as the overtime was worked. The supervisor must approve all compensatory time.

Wage and Salary Administration

Denison University maintains a formal wage and salary program for members of the Supportive Operating Staff. This formal system was developed for Denison by Robert Hayes and Associates, Inc. in 1978 and was reviewed and updated in 1992. Denison's objective is to provide a compensation program that is equitable, objective and competitive.

Job Descriptions

Copies of job descriptions are maintained in the Office of Human Resources. These descriptions are reviewed and revised as necessary, when a vacancy occurs, and/or upon the request of the supervisor. An employee may request a copy of his/her job description.

Job Evaluation

(Effective September 1, 2009)

Each job is evaluated and assigned a job class based on the job's complexity and responsibility using the formal job evaluation system consisting of eleven major job related factors. The job grade is included on each job description and posted on bulletin boards throughout the University and on the Human Resources' homepage.

Requests for re-evaluation of a job must be submitted to Human Resources by the responsible manager/director and include a revised job description and memo describing the significant changes in the responsibilities of the job. Human Resources may meet with the manager and/or job incumbent to gain a better understanding of the job and to finalize the job description. Alternatively, an employee may write a memo to both the manager and Human Resources requesting re-evaluation of the job. The "Administrative Staff Criteria" policy will be used to determine if the job is administrative staff.

Administrative Staff Criteria

For a position to be classified as administrative staff, it must be exempt as defined by the Fair Labor Standards Act (FLSA), meet the following

education requirement, and at least two of the remaining four criteria described below:

Education Requirement

The position must require at least a bachelor's degree or equivalent to be qualified to carry out the position's primary responsibilities. A master's degree is often a preferred qualification for the position.

1. **Managerial Responsibility.** Position requires the management/supervision of 2 or more college staff in a division, area, or department, and budget responsibility for one or more departments.
2. **Professional/Technical Competence.** Position requires substantial professional and/or technical competence in a recognized field of study or profession requiring independent judgment, analysis, research, problem solving, and in-depth knowledge. This experience is gained from a combination of education and experience working in a particular field. Certification from a professional association could also be a source of training or validation of credentials.
3. **People Interaction and Communication.** Position requires a high level of oral and written communication skills to inform, solve conflicts and/or problems, and persuade others of a course of action. Additionally, the position requires frequent interaction with both internal and external constituencies of the college.
4. **Leadership Responsibility.** Position requires frequent leadership responsibility of others on projects or teams requiring directing an intact or adhoc group(s) in the accomplishment of goals. This work is characterized by collaboratively working with others, possibly across departmental boundaries. Staff member may or may not have direct supervisory responsibilities of group members.

Evaluation and Review Process

The Office of Human Resources reviews the position and makes a recommendation to the Vice President, Finance and Management, who will consult with the Vice President of the relevant division. A memo from the responsible manager/director explaining how the job meets these criteria is required for the evaluation. Additionally, an updated job description will be written with input from the manager/director of job incumbent. Alternatively, an employee may write a memo to both the manager and Human Resources requesting reevaluation of the job.

Wage and Salary Rates

Range related positions include administrative assistants, accounting clerks and all other secretarial/clerical and supervisory/technical positions. A salary range and schedule has been determined for the range-related positions. In most cases, starting rates for such positions will be the minimum of the salary grade.

Denison conducts periodic wage and salary surveys of businesses and organizations in the Licking County area in its ongoing objective of maintaining a competitive wage/salary program.

Pay Increases

Each year the University reviews the availability of funds that can be allocated to wages and salaries. When it is determined that there will be an increase, adjustments will normally take place on or about July 1. Factors such as length of service, position in the salary range, and competitive rates for your classification may be taken into consideration when determining the amount of increase. Annual wage increases are not guaranteed.

Adjustments other than those based on cost changes in the marketplace and available funding may be granted to correct inequities, allow for promotion, or support job transfers.

Any questions concerning your rate of compensation should be discussed with your immediate supervisor or the Director or Associate Director of Human Resources.

Direct Deposit

The University provides all employees with the benefit of direct deposit of payroll checks into savings, checking, and/or credit union accounts.

There are many advantages to this program for both the University and for employees. Detailed information concerning the program is available in the Payroll Office. Because of the many benefits of direct deposit, the University requires all employees, except casual/temporary employees to receive their pay through direct deposit.

Performance

An employee performing his/her job to the standards outlined in the job description, will be eligible for consideration for pay increases as declared. An employee performing below accepted standards may have an increase withheld or may be subject to disciplinary procedures as described in the Employee Discipline section.

Staff Working Outside Their Primary Position

Occasionally, employees work outside of their primary job, such as assisting with special events, driving a van for a student event, or other temporary/casual assignments involving duties apart from the employee's primary position. Below are the guidelines that will be used to determine the rate of pay for working in these temporary/casual assignments.

All requests for temporary/casual assignments must be coordinated with the Office of Human Resources prior to attaining current staff to work to ensure all parties understand the pay arrangements of the temporary/casual assignment.

Basically, an employee will be paid his/her currently hourly rate if the temporary assignment is similar to the job duties of their current position. If this is not the case, then the employee will be paid an hourly rate consistent with the temporary assignment they're being asked to perform.

These guidelines also apply to retired employees working occasionally in a casual position.

Lastly, the supervisor/manager of the temporary assignment must furnish the Office of Human Resources with an email or memo authorizing the assignment.