



## **PAY POLICY FOR NON-EXEMPT EMPLOYEES**

Alma College pays non-exempt employees for all time worked in a workweek. This includes time worked (“compensable time”) by employees outside of their regular work schedule. The workweek begins at 12:01 a.m. Saturday. The Fair Labor Standards Act (FLSA) requires that employers track all work hours of non-exempt employees. Employees must record all hours worked on their timecards.

Employees must accurately and honestly report time worked and submit their time sheets on time for each bi-weekly pay period. Delays in submitting time may result in delays in payment. Violations may result in disciplinary action up to and including termination. These violations include, but are not limited to falsification of time keeping records; unauthorized absences; clocking time for someone other than yourself; unauthorized overtime; failure to abide by department timekeeping procedures; habitual tardiness or chronic absenteeism.

### **Employee Standards**

All time is to be reported to the nearest of 15<sup>th</sup> of an hour (i.e. to the nearest 15 minutes interval). For example:

If you arrive at work at 7:08, you will record your start time as 7:15, because 15 is the nearest 15-minute increment.

If you arrive to work at 7:20, you will record your start time as 7:15, because 15 is the nearest 15-minute increment.

### **Pay for Performing Work Outside of Regular Work Schedule**

Authorization for Work Outside of Regular Work Schedule: Non-exempt Alma College employees may not perform work outside of their regular work schedule without permission from their supervisors. This includes all of the work time listed below. Employees who work outside of their regular work schedule without permission will be paid for the time worked, but will be subject to disciplinary action, if repeated.

The following are types of compensable time:

Remote Access: Examples of compensable time when remote access is involved include, but are not limited to, receiving or making work-related phone calls, reading and/or replying to e-mail, and texting.

On-Call Time: Time spent by hourly employees who are required to remain on campus while on call is compensable time. An employee who is allowed to remain available at home, or who is allowed to leave a message indicating where he/she can be reached is not working compensable time except when called in.

Pay for Call-In Duty: Employees who report for call-in duty outside of regular work schedules are guaranteed at least two hours of pay, and the supervisor may require the employee to work all of the time paid. Call-in is defined as duty outside the contiguous block of schedule, regardless of when notified.

Meal Periods: Meal periods of 30 minutes or more are not compensable time. However, if the employee is required to perform any duties while eating, the time spent is compensable time.

Overtime: Overtime pay for non-exempt employees is based on the number of hours worked over 40 in one week and is paid at time-and-one half (1.5 x the rate of pay). Please note that the calculation of hours worked will include holidays but excludes other types of paid leave.

Holidays:

The College recognizes the following holidays:

- Independence Day
- Labor Day
- Thanksgiving
- Thanksgiving Friday
- Christmas Eve thru New Year's Day
- Good Friday (1/2 day)
- Memorial Day

For exact dates, see the holiday schedule posted on the Human Resource office website.

Eligible employees will receive straight time pay for holiday hours equivalent to their regular work schedule. If an eligible employee works on a holiday, the employee will receive double time for hours worked plus their holiday hours at straight time. If the holiday falls on a day that an employee does not regularly work, the employee will not be paid for that holiday.

## Travel Pay

Alma College compensates non-exempt employees for travel time in accordance with the Fair Labor Standards Act (FLSA). The following guidelines apply:

1. Commuting (Home to Work Travel): Ordinary home to work travel is not work time. However, if the employee is required to perform authorized work-related activities prior to the start of the work day, or after the end of the work day, then the time spent on those activities is counted as work time.
2. Travel During the Work Day: Time spent by an employee in travel as part of his/her principal activity is counted as work time.
3. Out of Town Travel-Special One-Day Assignment: Time spent traveling to and from the other location on an authorized assignment is work time. Time spent at a required meeting, conference, seminar, etc. is work time, as is time spent on required attendance at meals or social functions.
4. Travel Away from Home Community (Overnight Travel): Time spent in authorized travel away from home overnight is work time when it cuts across the employee's regular work hours. The work time is calculated not only on hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. Time spent at the required meeting, conference, seminar, etc. is work time, as is time spent on required attendance at meals or social functions. Time spent with freedom to use time for the employee's own purposes, for example, time for sleeping, recreation, or meals is not time worked. Time spent on travel from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile is not considered work time.