



STAFF EMPLOYMENT MANUAL

Title: 4.0 Pay

Chapter: 4.02 Hours, Overtime and Pay Practices

Issuance Status and Effective Date: March 2013

1. Established Work Week

For compliance with the overtime provisions of the Fair Labor Standards Act (FLSA) and for purposes of time recording, the University's work week begins at 12:01 a.m. on Monday and ends at midnight on the following Sunday.

Overtime under FLSA requirements is calculated on the basis of the number of hours worked within the established work week. Any alteration to the established work week requires advance written notification to Payroll.

The University reserves the right to modify the usual work hours during any given work week to accommodate the business needs of the institution with appropriate notice.

2. Overtime

There is no guarantee of overtime. Staff are occasionally required, as a condition of their employment, to work more than their regularly scheduled hours.

Non-exempt staff are paid time-and-one-half their base hourly rate for all hours worked in excess of 40 in the established work week. The following information applies to **non-exempt staff**:

- a. The base hourly rate is calculated by dividing the annual salary by 26, rounded upward to full cents, and then divided by 80 for staff on a 40-hour schedule, or by 70 for staff on a 35-hour schedule.
- b. Only actual hours worked are used in calculating overtime, with the exception of University recognized holidays, emergency closings or other University designated closings, which are treated as hours worked for overtime purposes. All other paid absences are not considered hours worked in calculating overtime.
- c. Standard overtime pay defined by federal wage and hour laws will dictate premium pay for hours worked in excess of 40 in a given work week. Staff on a 35-hour work week receive their regular straight-time hourly rate for hours worked in excess of 35 but which do not exceed 40, and time-and-one-half for hours worked over 40 in a given work week.
- d. All hours worked beyond the normal work schedule must be authorized in advance by the supervisor. Time recording must be completed accordingly. If an employee works unauthorized hours, he/she may be paid for those hours or, at the supervisor's direction, may be required to take compensatory time off within the same work week. (See also **4.02-2, 3, Compensatory Time Off (a, b, & c)**). An employee who repeatedly works unauthorized overtime will be subject to disciplinary action, up to and including termination.
- e. Staff who work on a University recognized holiday receive pay for the holiday plus their base hourly rate for all hours worked on that day.
- f. Staff who work on the seventh day of their scheduled week, i.e., Sunday for employees scheduled Monday through Friday, will receive their base hourly rate for all hours worked on that day.

- g. Staff not previously notified, who are called back to work after the completion of their daily schedule or on a scheduled day off, will be paid a minimum of four hours straight-time pay if that amount is greater than the pay for the hours actually worked. This provision applies only when there is no prior knowledge of a requirement to report for work before leaving at the end of the preceding shift.
- h. A regular full-time staff member who works a continuous shift exceeding 12 hours shall be paid time-and-one-half for all hours worked over eight in that continuous shift, irrespective of whether or not 40 hours are worked in that work week.
- i. Overtime pay is not compounded on overtime already calculated, and when two different forms of overtime pay apply to the same hours, the employee shall be given the benefit of the greater amount.
- j. The opportunity for overtime will be made available on a fair and equitable basis to all qualified employees within the department and classification in which it occurs. Whenever individual preferences either to work or not to work in a given instance are involved, the qualified staff member with greater length of continuous service will be accommodated provided there is no loss of efficiency by doing so.

3. Compensatory Time Off

- a. Compensatory time off, in lieu of overtime pay for hours worked over 40 in one week, is not allowed by the FLSA or the University.
- b. Compensatory time off in lieu of time worked over 35 hours up to and including (but not over) 40 hours in a given work week may be granted. Compensatory time off is considered as hours worked in the week when taken.
- c. Compensatory time off for exempt staff who work excessive hours is a prerogative of the supervisor. Exempt staff generally set their own professional pace and are expected to work beyond scheduled work hours, as necessary, to accomplish their responsibilities.

4. Work Schedules

- a. Office Staff: The standard non-exempt work week is 35 or 40 hours. The non-exempt 35 hour work week is typically Monday through Friday, 8:30 a.m. to 4:30 p.m., with a minimum of one hour for lunch, which is unpaid time. All exempt staff are scheduled to work a minimum of 40 hours per week, excluding lunch which is unpaid time. Each University department has its own operating needs that govern its hours and schedule.
- b. Non-office Staff: The standard work week is 40 hours, Monday through Friday, with starting times, unpaid lunch periods, and stopping times as determined by the departments affected. Some schedules include (1) rotating days off, (2) alternate days of rest for Saturdays or Sundays, and/or (3) staggered starting/stopping times. For departments that require continuous coverage, the department will schedule and rotate according to need. Scheduling will provide the opportunity for employees to earn 40 hours of pay per week and to regularly have two consecutive days of rest after five days of work.
 - **Non-exempt Technical Positions** – regular 8-hour workday plus 1-hour or ½-hour unpaid lunch.
 - **Facilities Maintenance and Trades Positions** – regular 8-hour workday plus ½-hour unpaid lunch.
- c. Lunch periods for continuous coverage employees are not scheduled; however, a meal is allowed during normal duty hours without cessation of pay at a time when it will not interfere with duties.

- d. Rest Periods/Coffee Breaks: There is no formal break period for those employees who have the opportunity to take refreshment in the normal course of their duties without interference with their work. Employees without such an opportunity, when periods of sustained manual duties or equipment operation are required, will be scheduled for a paid rest period, not to exceed 15 minutes, approximately midway through each four-hour segment of their shift.
- e. Late arrivals and/or emergency departures less than one hour in duration may be made up the day of the occurrence, the following day, or within the same work week. If not made up, the time will be deducted from the Personal Days or Vacation bank.
- f. All changes in the standard work week must be approved by the appropriate Officer and processed through HRD to ensure legal compliance and coordination with Payroll.
- g. University policy requires that any employee who works five consecutive hours must take a lunch break by the conclusion of the fifth hour. The minimum unpaid lunch break is ½ hour. The ½ hour unpaid lunch break may be waived if approved by the staff member's supervisor, Dean or Department Head and the appropriate Officer only for non-exempt staff whose positions are regularly scheduled to work up to seven hours per day. In compliance with Connecticut state law, employees whose positions are regularly scheduled to work for more than seven hours per day must be provided with a minimum unpaid meal break of ½ hour. Continuous coverage operations or other prior-approved schedules for second and third-shift employees may be excluded from this restriction.
- h. Work schedules are not guarantees of employment, but a customary practice of providing stable hours of employment as much as reasonably possible.
- i. Flexible Work Schedule Program: The University offers the possibility for regular full-time non-union staff to participate in a flexible work schedule program, subject to supervisory approval, in an effort to afford employees the opportunity to better balance competing demands on their time, both personally and professionally. The business needs of the University of Hartford will continue to be the primary focus and must guide the various arrangements as well as the number of employees who will be eligible for a flexible work schedule. The supervisor has the discretion to approve or deny the proposal based on legitimate business considerations. The form necessary to apply for a flexible work schedule can be found on HRD's Forms page located at www.hartford.edu/hrd.

An employee who is interested in participating in a flexible work schedule will be responsible for developing a proposal and presenting it to his/her supervisor. The duration of a flexible work schedule is for no less than two months and no more than six months. If an extension of a flexible work schedule beyond the six month duration is requested, a new proposal must be submitted and approved.

A request for a flexible work schedule of less than two months in duration may be considered so long as the regularly scheduled work hours (35 or 40 per week, based on the position) are completed. This request can be approved informally by the supervisor in conjunction with the Dean or Department Head. Any deviation from the regularly scheduled work week must be accurately reflected in the staff member's time reporting.

If an employee is on an approved Flexible Work Schedule, holiday pay and/or pay for other University designated closings will be at the employee's base rate of pay for the number of hours the employee is scheduled to work on that day.

- j. It is understood that all work, other than occasional work, will be done on site at the University of Hartford, unless specifically authorized in writing by the appropriate Officer and approved in writing by HRD. Work from home is not a defined benefit nor is it an entitlement. It is solely at the convenience of the University and is terminable with a two week notification.

5. Shift Differential

Staff regularly assigned to the second or third shift are paid a shift differential for all actual hours worked while assigned to the shift. The following differentials apply to non-union non-exempt staff:

- a. A shift differential of 45 cents per hour will be paid for all hours actually worked by an employee regularly assigned to work on the second shift.
- b. A shift differential of 55 cents per hour will be paid for all hours actually worked by an employee regularly assigned to work on the third shift.
- c. The shift differential is calculated in accordance with federal wage and hour laws.
- d. The shift differential is **not** included in payments made for hours not worked, such as vacations, paid absences and University recognized holidays.
- e. The first shift begins and ends between the hours of 4:00 a.m. and 8:00 p.m. The second shift begins and ends between the hours of 12:00 noon and 1:00 a.m. the following day. The third shift begins and ends between the hours of 8:00 p.m. and 9:00 a.m. the following day. Specific shift times are determined by departmental needs.

6. Time Reporting

- a. Time worked is considered the hours an employee is required to be available at a particular site for service, even if no service is performed. Generally, these are hours during which the University controls the employee's activities, even if the activity is dormant. An employee on call, but who has freedom to otherwise pursue normal outside activity, and an employee traveling, who is not traveling for the purpose of transporting goods or equipment, is not necessarily considered to be working. Questions about determining work time should be referred to HRD.
- b. Compliance with the FLSA requires time records be kept that accurately reflect all hours worked on each workday of the work week. Exempt employees are required to complete absence reports. Non-exempt staff are required to complete daily time sheets, indicating all hours worked, denoting time in and out including unpaid breaks. Failure to do so is a violation of the FLSA as well as University policy. Time reporting must be accurate and submitted to Payroll for processing promptly at the end of each work period. Time records require both the employee's and the supervisor's approval. Supervisors are directly responsible for the accuracy and timely submission of time records.
- c. Any falsification of time records, or recording time for another employee, is strictly prohibited and may result in disciplinary action, up to and including termination of employment.

7. Pay Procedures

- a. Pay advances are to be discouraged, but may be made only upon recommendation of a dean or administrative department head, and will require the written approval of the appropriate University Officer. In no event will a pay advance exceed one-half of the next salary due, and any pay advance must be deducted from the next two pays in equal amounts.
- b. All wages, salary and supplemental payments made to any employee are subject to withholding of applicable federal and state income taxes, Social Security and any other payroll withholdings as required by law, which will be deducted according to current regulations.
- c. All employees are paid every other Friday for the two-week period ending on the preceding Sunday. All employees hired on or after April 1, 2013 will be paid via direct deposit.
- d. Paycheck stubs list all deductions authorized by the employee in writing or as required by law. Voluntary deductions may include premium payment for medical and/or dental insurance,

optional life insurance, retirement and/or tax-deferred annuity options, United Way, credit union, flexible spending accounts, University gifts, and any other deductions designated by the employee.

- e. Connecticut General Statutes, Section 31-7(c), sets the requirements for the payment of wages upon termination of employment. When an employee voluntarily resigns, the employer must pay all wages owed in full no later than the next regular pay day. When an employee is laid off, the employer must pay all wages in full no later than the next regular pay day, unless varied by the agreement of all parties involved. When an employee is discharged, the employer must pay all wages owed in full no later than the next business day following the date of the discharge.
- f. Merit increases do not become effective until the first day of return to work if an employee is on any type of leave of absence.

8. Secondary Assignments for Staff Employees and Double-Dipping

Staff will be paid for secondary assignments only if these assignments occur outside regularly scheduled work hours. If the duties of the secondary assignment are similar in scope to the employee's primary assignment, non-exempt employees will not be paid less per hour than their regularly assigned rate, and their total hours among assignments will be accumulated to determine weekly overtime.

Secondary employing departments are responsible for overtime pay, except when the employee works more than 40 hours in a week at the primary department, in which case the primary department will pay overtime only for the overtime hours worked at that department. In cases of part-time staff, when it is unclear who the primary department is, overtime costs may be shared pro-rata, but would be better if avoided completely.

Staff serving as adjunct faculty are expected to teach without charge to the University if the teaching is done during regular working hours. (See also **4.02-3(i), Flexible Work Schedule Program**).

9. Travel Reimbursement

Financial Accounting Services issues procedures regarding the travel policy and reimbursement for permitted business related travel expenses.

10. Supervisory Responsibility for Student Employment

Pursuant to **3.06-2, 4, Student Employment** and applicable law, a full-time student cannot work more than 20 hours in any given week while school is in session. The 20-hour limit refers to the total of any, and all, jobs on campus. Graduate Assistantships, both full and half-time, must also be factored into this total.

Supervisors responsible for hiring and overseeing student employees at the University must take the following steps, in addition to any other applicable steps in hiring a part-time employee, before offering a job to a student:

- a. Ask the student if he/she has another job on campus (including graduate assistantship). If he/she does, verify the number of hours worked per week. Full graduate assistantships carry the equivalent of 20 hours per week. Half assistantships have the value of 10 hours per week.
- b. No offer of employment can be made which causes the student to exceed the 20 hour per week limit.
- c. Any questions concerning the hours worked by a prospective student employee should be referred to the office of HRD.
- d. The supervisor must verify that the student has a social security number, which is required as a condition of employment. If necessary, an On-Campus Employment Form for International Students which verifies that the student has a pending job offer can be used to assist the student in obtaining a social security number. This form can be found on HRD's Forms page, located at www.hartford.edu/hrd.