# Student Programs Pay Policies

1. **Time Reporting Guidelines**
   Students are required to report the number of hours worked each week to the NAHRDC.  Please refer to the Time Reporting Instructions document for additional details.

2. **Pay Rate**
   Student salaries are based upon the number of credit hours completed toward their degree and are calculated on an hourly basis. As students complete more credit hours through their work terms, they must submit an updated transcript to Student Programs. No pay rate increases, based on completion of hours, will be made unless Student Programs has received updated transcripts.

3. **Overtime Pay**
   Overtime is paid to students at 1 ½ times their straight time rate of pay for all work performed in excess of 40 hours in any one work week (or 8 hours in a day in states where the law requires). *Management must authorize overtime in advance*.

4. **Payroll Pull-up**
   As scheduled by ALU NAR Payroll, there will be certain weeks where students will have to submit their time reports on an *earlier date and time* than regularly indicated above. Payroll pull-up dates are set by NAR Payroll.  NAHRDC will notify students and managers of approaching payroll pull-up dates via e-mail.  Students will submit their time reports in the same format described above before the scheduled payroll pull-up deadline.

5. **Vacation and Sick Pay**
   Students are not eligible for company paid vacation or sick pay. Students are permitted to take a brief amount of time from work without pay if approved by their manager. If the student is taking a vacation, he/she will need to turn in time cards with **ZERO** hours in advance of departure. Extended leaves lasting more than 1-2 weeks must be approved before departure by Student Programs.

6. **Discrepancies in Pay**
   It is the student employee's responsibility to routinely check their pay statements to insure accuracy. If there is a discrepancy the student should first contact na.hrdc@alcatel-lucent.com and may then be directed to open a ticket with ADP.

7. **Holiday Pay**
   Time reporting for holidays is slightly different, please refer to the Time Reporting Instructions document for additional details.

**Alcatel-Lucent U.S. (Non California) Co-op Holiday Pay Policy:**
1) Averages less than 15 hours a week:
    i. **No Holiday Pay**
2) Averages at least 15 hours a week and they don't work:
    i. **8 hours of holiday pay on company recognized holidays.**
3) Averages at least 15 hours a week and they work on HOLIDAY:
    i. **1.5x normal rate for hours worked on the holiday.**