

PURPOSE: TO PROVIDE INFORMATION TO BRENAU EMPLOYEES CONCERNING PAY POLICIES AND SCHEDULES.

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**A. WORK WEEK**

The Brenau workweek runs from Tuesday through Monday. The normal daily work schedule for employees consists of an eight and a half-hour day with one hour for lunch. The normal weekly schedule consists of a 37 ½-hour week, with pay based on a 40-hour week.

**B. PAY SCALES**

Salaries at Brenau are determined on the basis of education, experience, prevailing market conditions, and internal equity.

**C. PAY INCREASES**

Salary increases at Brenau are based upon merit, years of service and institutional goals. They will be made only with the approval of the President and/or the Senior VP for Administration/CFO in accordance with established regulations and following consultation with the appropriate supervisor and vice president.

**D. PAY DAY**

1. Payday for faculty and certain designated salaried employees' falls on the 15th day of each month. If the 15th day of the month falls on the weekend or a holiday, the preceding Friday or last working day before the holiday will be payday.
2. Payday for other salaried and all hourly employees is every Friday. If Friday falls on a holiday, the preceding day will be payday.
3. All employees (with the exception of Adjunct professors) are required to set up direct deposit for payroll purposes. An advice form is forwarded to each employee via the campus mailbox or home address after each payroll. It is suggested that each employee retain their payroll advice forms for at least one year.

**E. OVERTIME PAY AND/OR HOLIDAY PAY**

In general, overtime is not permitted. In special circumstances where extra hours are required to cover a short-term exception such as staff absence or a busy period, overtime pay may be granted at the discretion of the Senior VP for Administration. Any exception to the below policy must be approved by the Senior VP for Administration.

1. Business demands occasionally may require some employees to work overtime, which means more than 40 hours in a week.
2. Supervisors will try to inform employees well in advance of any overtime requirement. Employees who are entitled to overtime pay may not work more than their scheduled 40 hours weekly without specific authorization from the Senior VP for Administration/CFO. In assigning overtime, supervisors will seek to distribute extra hours equitably among employees who have the required skills and abilities to perform the necessary work.

3. HOLIDAY PAY: During times that the university is scheduled to be closed (semester breaks or holiday closings, etc.), and hourly employees are required to work (either on a skeleton crew or when necessary due to events/emergencies on campus) those employees will be paid their regular pay plus holiday pay in lieu of overtime or comp time. Exceptions to this policy must be approved by the Senior Vice President & CFO. Supervisors are required to notify the Senior VP for Administration/CFO (in advance) of employees who will be required to work during the times when the university is closed. Employees will only qualify for holiday pay if they are normally scheduled to work on a day (s) declared as a university holiday." Employees should refer to their individual department handbook (if any) for additional information regarding their department during these holidays or closings. Refer to FSG 4-01 E for complete details.

#### F. COMPENSATORY TIME OFF

Employees who are entitled to overtime may receive compensatory time off as authorized by the Fair Labor Standards Act. Compensatory time must be taken prior to the next scheduled pay period (i.e. is to be used within the same pay period as it was earned).

#### G. WEEKLY TIME SHEETS

Employees who may be entitled to overtime pay for work in excess of 40 hours weekly must record their daily work hours on time sheets supplied by their supervisor. Hourly, or non-exempt employees must submit their timesheets to the Payroll Office no later than 10:00 a.m. each Tuesday morning. The timesheet must be signed by the employee and immediate supervisor.

#### H. FALSIFICATION OF TIME RECORD

Falsification of one's own or another worker's time record will result in severe penalties, which may include termination.

#### I. ACCURACY OF PAYROLL ADVICE FORMS

It is the responsibility of the employee to review their payroll advice forms each pay period in order to ensure the proper deductions are being taken for appropriate benefit plans and/or other authorized payroll deductions. If any errors or omissions are detected, the employee should report such errors to the HR Office immediately. If it is determined that an error has resulted in an employee being under deducted, a payment plan will be arranged through the HR Office to rectify the situation. It is suggested that each employee retain their payroll advice forms for at least one year.