



Pay Practices

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[Hours of Work](#)

The work week begins at 12:01 a.m. Sunday morning. Full-time staff will work 8 hours per day totaling 40 hours per week, unless other arrangements have been approved in advance by their supervisor. Part-time and temporary employees will work their assigned schedules. Work schedules and work weeks may vary within the scope of a flexible work program that coordinates with the needs of the particular department. In order to maintain productivity and service, participation in a flexible work arrangement may be more limited for certain departments or individuals, and some may be excluded from participation altogether. Supervisors will advise employees of their work schedules.

An unpaid lunch period of 30 minutes or one hour should be taken near the middle of the shift. All categories of employees, including those in a temporary status, are eligible for two 15-minute rest periods during an 8-hour work day, with one in mid-morning and one in mid-afternoon. Rest periods are not guaranteed and can be dependent on workload and time constraints, and unused rest periods cannot be "banked" and used to shorten the morning or afternoon/evening work hours.

[Payroll Deductions](#)

Payroll deductions are applied to an employee's pay check on a bi-weekly basis. The law requires that Lawrence University make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Lawrence University also must deduct Social Security taxes. Other pay deductions may also be taken by Lawrence University, usually to help pay off a debt or obligation to Lawrence University or others such as garnishments, liens, or child support orders. The University offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in such programs.

[Extra Compensation](#)

Lawrence often benefits from the direct participation of staff members in teaching courses or attending workshops designed to support our curricular or co-curricular programs. Examples include teaching a section of Freshman Studies or Freshman Academic Institute (FAI) or engaging in a workshop directly related to incremental teaching responsibilities, such as the Freshman Studies Symposium. Participation in these activities raises questions of equity in compensation, particularly in comparison to faculty members who receive stipends for such activity. In some instances, we judge the activity to be a natural part of the responsibilities of the staff member. For example, teaching a section of FAI may directly relate to the responsibilities of a member of the Center for Academic Success. Under these circumstances, both the base salary and the job description of the staff member may reflect this responsibility. If the responsibility is a new one (for example, asking someone to add a teaching assignment to their schedule), changes in base salary levels and job descriptions may be considered. This note is relevant to situations where a base salary and position description modification are not desirable. This would be the case if teaching a particular course or engaging in a workshop is anticipated to be a one-time occurrence.

Extra compensation is subject to the following guidelines:

1. A staff member wishing to teach a course or participate in some academic affairs activity not part of that individual's normal responsibilities should first consult with the immediate

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- supervisor. The focus of the consultation should be to determine whether participating in the new activity will be of benefit to Lawrence and if it can be undertaken without having an unacceptably adverse effect on the staff member's regular responsibilities.
2. If the staff member's supervisor supports participation in the additional activity, then the individual assigning the activity, typically a dean or associate dean, can be consulted about participation.
 3. If the assignor of the activity agrees that it is beneficial to have the staff member involved in the additional activity, then the assignor, the staff individual's supervisor, and the Director of Human Resources will confer about compensation for undertaking the additional activity. The outcome of this analysis will be one of the following:
 - o A decision that the activity is outside the normal scope of the staff member's responsibility and should be compensated, provided the staff member takes it on as an addition to regular responsibilities.
 - o A decision that the activity is outside the normal scope of the staff member's responsibility and should lead to a temporary reduction in the usual responsibilities to provide the opportunity for the new activity.
 - o A decision that the activity is within the normal responsibility of the staff member and should not result in a stipend or in a reduction of those responsibilities. If the assignor, supervisor, and Human Resources Director cannot agree on a decision, the final decision will be made by the President.
 4. The staff member would then decide whether to engage in the additional activity.

It is important to consider carefully the issues involved in these situations. There is certainly a concern about equity and a related concern about morale. There is also the concern about the regular responsibility of staff members and the effect on the University of modifications in the scope of work of staff members, even if such modifications are temporary.

Time Reporting

Lawrence University makes every reasonable attempt to ensure accuracy in its payroll processes in compliance with all applicable state and federal laws. To ensure employees are paid properly for all time worked and deductions are accurate, employees must record hours correctly and review their paychecks promptly to identify and report errors. Biweekly paycheck information is available for viewing on Voyager on the Friday morning following the end of the two-week pay period.

Salary Exempt Staff

The nature of exempt positions requires that additional hours may be needed in carrying out the responsibilities of the job. Exempt employees will receive a salary that is intended to compensate for all hours worked. This salary will be established at the time of hire or upon classification as an exempt employee. Salaries will be reviewed and adjusted periodically. Exempt employees should only record paid time off in Voyager with the exception of holidays.

Salary Non-Exempt Staff

The nature of salary positions requires that additional hours may be needed in carrying out the responsibilities of the job; however as a salary non-exempt position, it will be paid overtime for all additional hours over 40 in a single workweek. As a salary non-exempt employee, you will receive a pre-determined salary that is intended to compensate you the same for all non-overtime hours in a week.

Salary non-exempt employees will report all overtime and paid time off on a Voyager timesheet with the exception of holidays. Overtime will be paid at the rate of one and one-half (1-1/2) the employee's regular hourly rate on all hours worked over 40 each week. Vacation, sick or other paid time off does not factor into the calculation of overtime.

Salary/non-exempt staff should not perform any "off-the-clock" work. "Off-the-clock" work means work you may perform, but fail to track for overtime purposes. Any employee who fails to report hours in excess of 40 may be subject to the University's Employee Standard of Conduct and Disciplinary Policy.

Hourly Non-Exempt Staff

Web time entry into Voyager must be completed to ensure proper payment for all hours worked for hourly non-exempt staff. Hourly non-exempt employees are required by law to report accurately the number of all hours worked as well as paid time off. For purposes of paying overtime, the workweek begins on Sunday and ends on Saturday. Overtime will be paid at the rate of one and one-half (1-1/2) the employee's regular hourly rate on all hours worked over 40 each week and does not include vacation, sick or other paid time off.

These employees are compensated in quarter hour increments. Time worked at 7 minutes or less should be rounded down to the prior quarter increment. Time worked at 8 minutes or more should be rounded up to the next quarter hour increment.

Hourly non-exempt staff should not perform any "off-the-clock" work. "Off-the-clock" work means work you may perform, but fail to report on your timecard. Any employee who fails to report or inaccurately reports any hours worked may be subject to the University's Employee Standard of Conduct and Disciplinary Policy.

Salary Faculty

Faculty salaries are established for the fall of each year by the President in consultation with the Provost and Dean of the Faculty. Since salaries are intended to reflect, within the constraints of institutional resources, each faculty member's contribution to the teaching, scholarly, and communal mission of the University, the President seeks information about the relative merits of all faculty members. The President reviews any materials pertinent to the activities of faculty members. The President also consults with the Provost and Dean of the Faculty and the Dean of the Conservatory about the performance of faculty members.

Overtime

While most overtime is optional on the part of the employee, the University does reserve the right to require reasonable overtime assignments as needs dictate and emergencies occur. All overtime must be authorized in advance by the supervisor. It is expected that everyone authorized to work overtime (especially when unsupervised) will conscientiously strive to produce work equal to the quantity and quality of work they are normally capable of producing during regular working hours.

Make-up Time

Employees, with supervisor's approval, will be allowed and are encouraged to make up time away from work within the week in which the absence occurs either in advance of or following the necessitated absence. Absences may include, but are not limited to, illness (when sick leave is not available), doctor/dentist appointment, vacation (when accumulated vacation hours are not available), and personal errands which generally cannot be handled before or after work.

Call-Back Hours (applicable to hourly non-exempt Facility Services and Campus Safety employees)

When an employee is called in from home after completion of their regular shift, and performs work which, due to an emergency (defined below), the employee will receive four (4) hours' pay at their straight time rate for calls requiring up to one (1) hour of work, plus one and one half time pay for each additional one-quarter (1/4) hour of work required. This applies regardless of the number of hours accumulated in that work week. Employees called in to work on a holiday will receive double time for hours worked in excess of one.

The employee should report only the number of hours actually worked, and should enter a comment as to what duties were performed. Call back hours are hours that are worked outside the normal work schedule, which are necessitated by an emergency. Other hours worked (hours exceeding 40 in a week) not necessitated by an emergency will be considered overtime hours and paid at one and one half the hourly rate.

Emergencies are defined as a mechanical breakdown, natural disaster (e.g., fire, snowstorms, flood, or tornado) or maintaining campus safety and security. Covering for employee absences is not

considered an emergency outside of the emergencies listed above.

On-Call Hours (Applicable to hourly/non-exempt Facility Services Tradespersons)

Employees who are on-call for the week, (9am on Monday thru 9am the following Monday) will receive four (4) hours of regular pay. When an employee has completed his/her week of being on-call, the hours must be added to the time record for the week in which the on-call hours end. The hours should be entered as ON CALL on the time record.

The employee on-call will be required to be on-campus and work until 4:00pm Monday through Friday of the week he/she is on-call. The employee will need to adjust his/her work hours for that week in order to accommodate the change without incurring additional hours of work. If adjusting the schedule requires overtime, the employee must receive approval from his/her supervisor prior to working the additional hours. Employees not able to work till 5:00pm on a given day will be responsible for asking another employee/tradesperson to cover those hours for that day. Those hours will be compensated as hours worked.

The employee on-call will be responsible to carry a cellular phone, promptly answer the phone, stay within a 1 hour radius from the university, and be prepared to respond to an emergency when needed. The individual on-call may be called back into work to attend to the emergency; therefore, he/she must be in compliance with all Lawrence University policies including the Substance Abuse Policy. If the employee is called back in to work to address an emergency situation, call-back pay would apply. With these exceptions, the employee is not otherwise limited in conducting personal affairs while on-call.

Faculty Pay Through External Funding

The terms under which salary support or stipends from external funding agencies are administered vary considerably. Some grants must be administered by the University; others are provided directly to faculty members. In the case of grants formally administered by the University, the terms of the grants typically govern the payment of salary and determine contributions to fringe benefits. In the case of grants made directly to faculty members, those faculty members may, at their initiative, make arrangements with the University for withholding for income taxes and FICA and for contributions to University fringe benefits. Whatever the nature of the grant or fellowship, faculty members should consult the Vice President for Finance and Administration about the most appropriate arrangements for compensation and benefits.