Pay Practices Policies and Procedures
# Pay Practices Policies and Procedures

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Introduction

The purpose of this document is to provide practices, policies and procedures to ensure accurate and timely compensation to all University employees. As the University has partnerships with several unions, pay practices vary in some instances. We have attempted to identify and define each practice for union and non-union University employees. If a practice or policy is in conflict with an item detailed in a collective bargaining agreement (aka union contract), the union contract terms apply. Please note that many pay practices for Auditorium Theatre of Roosevelt University (ATRU) employees who are paid on weekly basis are not specified in this document. ATRU practices, policies and procedures are defined by the appropriate union contracts and/or established practices of this division for non-union employees.

Additional policies related to employment, compensation, benefits and performance management may be found in other documents including but not limited to the faculty manual, administrative handbook, the Revised Standard Office Rules and Procedures for Clerical Union Employees and under the policies section of the Human Resources web site.

The policies, benefits and procedures described herein do not constitute an offer of an employment contract or an employment contract. These policies and procedures may be modified without notice at any time at the discretion of Roosevelt University leadership. From time to time sections of this document will be revised and updated and other materials from Human Resources will become natural additions or supplements to it.

These policies are prepared for consistency in application throughout Roosevelt University regardless of department or area. Any requests for changes, deviations, or exceptions are to be directed to Human Resources, Roosevelt University, 430 South Michigan Avenue, Chicago, Illinois 60605-1394. Direct phone: 312.-341-4334 or e-mail hr@roosevelt.edu.

Thank you.
Pay Period

Purpose
This policy provides guidelines used to establish the beginning and ending of a pay period.

Definition
A pay period consists of a set period of consecutive calendar days based on pay cycle (aka pay ID or pay frequency). The University recognizes four pay periods:

- **Weekly**: Monday through Sunday
- **Bi-weekly**: Sunday through Saturday
- **Monthly 1**: 15th through the 14th of consecutive months
  (Example: August 15 through September 14)
- **Monthly 2**: 1st through the final day of each calendar month

Procedures
The following guidelines and procedures apply:

- The pay cycle is determined by the classification of each job in which an employee works as follows:

<table>
<thead>
<tr>
<th>Pay Cycle</th>
<th>Pay Cycle Code</th>
<th>Position Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly</td>
<td>W1</td>
<td>Auditorium Theatre (non-exempt) *</td>
</tr>
<tr>
<td>Bi-weekly</td>
<td>B1</td>
<td>Non-exempt employees including clerical union, non-exempt support staff, operations, safety officers, and part time hourly student and non-student workers. Exempt employees including graduate assistants, research assistants or associates and resident assistants</td>
</tr>
<tr>
<td>Monthly 1</td>
<td>M1</td>
<td>Faculty (exempt)</td>
</tr>
<tr>
<td>Monthly 2</td>
<td>M2</td>
<td>Administrators (exempt)</td>
</tr>
</tbody>
</table>

* Full-time ATRU administrators pay cycle is Monthly (M2) and full time support staff pay cycle is Bi-weekly (B1).

- Clocking-in on or after 8:00PM on Sunday (weekly) or Saturday (bi-weekly) are considered part of the first day of the new pay period; therefore, the shift will be processed as part of the new pay period.

- Clocking-in prior to 8:00PM on Sunday (weekly) or Saturday (bi-weekly) are considered part of final day of the previous pay period; therefore the shift will be processed as part of the previous pay period.

- A work shift or work day is posted to a specific day after the clock-in has been rounded.
Pay Dates and Methods of Payment

Purpose This policy provides the pay dates for regular employees for each pay period and methods by which pay can be made to employees.

Definition A pay date is the date that an employee's compensation for work in a University job is paid. A method of payment is the manner in which an employee is paid.

Procedures The following guidelines and procedures apply:

• The University has four pay dates based on the pay cycle of the job in which an employee works:

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly</td>
<td>Every Wednesday</td>
</tr>
<tr>
<td>Bi-weekly</td>
<td>Every other Thursday</td>
</tr>
<tr>
<td>Monthly 1</td>
<td>The 14th of the month</td>
</tr>
<tr>
<td>Monthly 2</td>
<td>The final calendar day of each month</td>
</tr>
</tbody>
</table>

• If a pay date falls on a weekend or standard University holiday, the pay date will be the working date that precedes the weekend or holiday. A schedule of pay dates for the current calendar year is posted on the Human Resources web page. Employees may be paid via two methods: direct deposit or paper paycheck.

• An employee may receive pay on multiple pay dates if s/he performs work in more than one job. For Example; Full-time Assistant Dean (administrator) receives base pay for this job on the final working day of the month, and also has an overload job as an adjunct faculty member. The adjunct compensation is paid on the 14th of the month.

• The University does not advance paychecks or any type of pay under any circumstances.

Direct deposit

• Pay may be directed into a maximum of six financial institution accounts. Direct deposit allocations may be viewed on the employee services tab of RU Access.

• Pay will be available on each pay date in the appropriate financial accounts.

• Employees may enroll in, change or cancel direct deposit allocations by completing and submitting the appropriate on-line form via RU Access. A minimum of 7 working days prior to pay date is required to process a direct deposit enrollment, change or cancellation. Only 3 direct deposit forms will be processed, per employee, per quarter.

• Employees enrolled in direct deposit will have access to their pay stubs on-line via RU Access.
Paper paychecks
- Paychecks will be available for pick-up after 9:00AM on each pay date at the student account’s cashier window at either the Chicago campus-Auditorium building or the Schaumburg campus.

- ATRU weekly paychecks will be available in the designated location and time in the Auditorium Theatre.

- An employee may pick-up his/her own paycheck by showing a valid picture identification. Designee or department representative pick-up is not permitted.

- Paychecks will be available for pick-up through the conclusion of the second business day following pay date (5:00PM). Paychecks not picked up will be mailed on the third business day following pay date to the local mailing address of the employee. If no mailing address is listed, the paycheck will be mailed to the permanent address.

- Pay information may be viewed on-line via RU Access.

Reporting Time Worked and Rounding

Purpose
The policy identifies the method in which work time is recorded electronically by non-exempt employees and the rounding rules used to calculate time worked.

Definition
Non-exempt employees must report all worked hours using the appropriate time and attendance system based on job classification. “Clocking” is the term used to describe recording the beginning and ending of paid work time and unpaid breaks.

Procedures
The follow guidelines apply:

- Non-exempt employees personally clock in and clock out at the beginning and ending of each shift or work day and at the start and end of every unpaid break. Employees may not have anyone else clock in or out for them.

- Employees who miss clocking times or misreport time will be subject to disciplinary action up to and including termination of employment.

- The University has three methods that employees use to report time worked (aka time and attendance systems) based on job classification:

<table>
<thead>
<tr>
<th>Method</th>
<th>Job Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>TimeTech biometric time collection</td>
<td>Operations employees: carpenters, electricians, engineers, painters, utility crew, campus safety offices</td>
</tr>
<tr>
<td>TimeTech computer workstation collection</td>
<td>Clerical union employees, non-exempt support staff members</td>
</tr>
<tr>
<td>RU Access web time entry</td>
<td>Part time hourly student and non-student workers</td>
</tr>
</tbody>
</table>
For operations employees
All physical resources and campus safety employees clock in and out using the TimeTech biometric time collection devices located at their primary work site (Auditorium building, Gage building or Schaumburg campus.) Supervisors will designate and notify employees of the time collection device to be used by individual employees.

- The rounding of five minutes at the beginning and ending of the shift will apply.
- In-clocks that exceed five minutes from the scheduled report time will round to the quarter hour. Example: Report time is 7:00AM and the clock-in is 7:06AM, pay will begin at 7:15AM.
- Out-clocks that exceed five minutes from scheduled end time will round to the quarter hour. Example: End time is 3:30PM and the clock-out is 3:34PM, pay will end at 3:30PM.
- All other clockings should be rounded to the quarter of the hour when determining the shift beginning or ending unless employees have work schedules in the system.

For clerical union employees and non-exempt administrators

- All clerical union employees clock in and out at their computer workstations using the TimeTech system.
- The rounding of eight minutes at the beginning and ending of the work day will apply.
- In-clocks that equal or exceed eight minutes from the scheduled report time will round to the quarter hour. Example: Start time is 8:30AM and the clock-in is 8:38AM, pay will begin at 8:45AM.
- Out-clocks that equal or exceed eight minutes from scheduled end time will round to the quarter hour. Example: End time is 5:00PM and the clock-out is 5:07PM, pay will end at 5:00PM.
- There are standard work schedules for clerical union employees. Supervisors set work schedules in the system and make changes as needed.

For hourly student and non-student part time workers

- All hourly student and non-student workers clock in and out at computer workstations in their assigned departments using web time entry on RU Access employee services tab.
- Employees record the actual clock-in and clock-out times each workday as an exact time. Employees pay will be based on exact time. There are no rounding rules for hourly part time employees.
- All hourly student and non-student workers clock-out and clock-in for meal or rest breaks.

For stipend-paid student workers (Graduate Assistants, Research Assistants/Associates and Resident Assistants)

- Graduate assistants, research assistants/associates and resident assistants are part time, temporary, at-will employees who are paid stipends on a bi-weekly basis. The number of stipend payments varies based on position and department.
- All stipend-paid student workers do not have to clock into a time/attendance system. Designated types of work such as grant-funded projects or overload...
administrative work or positions that may include tuition support (for
graduate assistants, research assistants/associates) or room and board (for
resident assistants) may require departmental recordkeeping of work hours
as a condition of employment.

- The maximum work week hours for all of these part time positions are
defined by student employment policies.
- Employees in these positions do not earn paid time off and do not report
exception time.
- Graduate assistants and resident assistants must be active Roosevelt
University students.

Payroll Paper Timesheet Policy

Purpose The policy identifies the method in which non-exempt employees may use a paper
timesheet as an exception to the required electronic timesheet and the pay date of
work reported on a paper timesheet.

Definition Non-exempt employees must report all worked hours using the appropriate time
and attendance system based on job classification (see Reporting Time Worked and
Rounding). A paper timesheet may be used upon request from a payroll department
staff member who will determine the pay date of hours reported non-electronically.

Procedures The following guidelines apply:

- The official mechanism for Roosevelt University non-exempt employees to
report their time worked is either I-Browse or RU Access depending on job
classification. This online technology allows for the efficient submission,
correction, and approval of timesheets and the transfer of data directly into
Banner for payroll processing. For those non-exempt employees (primarily
students) on RU Access, electronic timesheets can be accessed from any
computer.

- The use of paper timesheets is for the exceptional situation where the non-
exempt employee could not enter the time prior to the deadline. This is usually
due to sickness or family emergency.

- Payroll will only process a paper timesheet for a non-exempt employees
(including students) twice in one semester that will be paid IN THE CURRENT
PAY PERIOD. The third submission of a paper timesheet will result in that
timesheet being processed the NEXT pay period.

- Non-exempt employees (including students) will have to request a timesheet
from the Payroll Office in person or by email and sign the acknowledgement.

- This policy does not apply to non-exempt employees of the Auditorium Theatre
of Roosevelt University.
**Reporting Absences**

**Purpose**
The policy identifies the method in which paid and unpaid time off is recorded electronically by non-exempt employees.

**Definition**
Regular non-exempt employees report all absences using the appropriate time and attendance system based on job classification. This policy does not apply to part time hourly student and non-student workers.

**Procedures**
The following guidelines apply:

- Paid time off for planned absences such as annual leave, vacation, and floating holidays or unpaid time off for planned absences must be requested by the employee and approved in advance by his/her supervisor based on the requirements of the department.

- After supervisory approval is received, the employee may report the paid time off using the time reporting system. Approved time off will also be recorded by the supervisor in the work schedule to ensure accurate reporting of paid and unpaid excused absence.

- For unplanned absences, employees follow the call-in reporting procedure in the department. Supervisors record the absence appropriately in the time reporting system.

- Employees who are eligible for paid or unpaid leaves of absence follow the procedure for applying for the appropriate leave as detailed on the Human Resources web page.

- Time for qualified leave of absence (paid or unpaid) will be recorded in the work schedule and reported in the time reporting system by the employee’s supervisor.

**Meal Breaks**

**Purpose**
The meal break policy defines the unpaid break for non-exempt employees.

**Definition**
A full time non-exempt employee will have a meal break as defined by job classification.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Meal Break</th>
<th>Clocking Required</th>
<th>Pay?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerical union</td>
<td>60 minutes</td>
<td>Yes</td>
<td>Unpaid</td>
</tr>
<tr>
<td>Carpenters</td>
<td>30 minutes</td>
<td>Yes</td>
<td>Unpaid</td>
</tr>
<tr>
<td>Electricians</td>
<td>30 minutes</td>
<td>Yes</td>
<td>Unpaid</td>
</tr>
<tr>
<td>Engineers</td>
<td>20 minutes</td>
<td>No</td>
<td>Paid</td>
</tr>
<tr>
<td>Painters</td>
<td>30 minutes</td>
<td>Yes</td>
<td>Unpaid</td>
</tr>
<tr>
<td>Utility Crew</td>
<td>30 minutes</td>
<td>Yes</td>
<td>Unpaid</td>
</tr>
<tr>
<td>Safety Officers-Auditorium/Goodman</td>
<td>30 minutes</td>
<td>Yes</td>
<td>Unpaid</td>
</tr>
</tbody>
</table>
### Safety Officers - Gage/Schaumburg
- 30 minutes
- No
- Paid

### Administrative
- 60 minutes
- Yes
- Unpaid

A part time non-exempt employee will have a meal break as defined by job classification after working more than five hours in a single work day unless noted.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Meal Break</th>
<th>Clocking Required</th>
<th>Pay?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerical union</td>
<td>60 minutes</td>
<td>Yes</td>
<td>Unpaid</td>
</tr>
<tr>
<td>Carpenters</td>
<td>30 minutes</td>
<td>Yes</td>
<td>Unpaid</td>
</tr>
<tr>
<td>Electricians</td>
<td>30 minutes</td>
<td>Yes</td>
<td>Unpaid</td>
</tr>
<tr>
<td>Engineers</td>
<td>20 minutes</td>
<td>No</td>
<td>Paid</td>
</tr>
<tr>
<td>Painters</td>
<td>30 minutes</td>
<td>Yes</td>
<td>Unpaid</td>
</tr>
<tr>
<td>Utility Crew</td>
<td>30 minutes</td>
<td>Yes</td>
<td>Unpaid</td>
</tr>
<tr>
<td>Safety Officers - Auditorium/Goodman</td>
<td>30 minutes</td>
<td>Yes</td>
<td>Unpaid</td>
</tr>
<tr>
<td>Safety Officers - Gage/Schaumburg</td>
<td>30 minutes</td>
<td>No</td>
<td>Paid</td>
</tr>
<tr>
<td>Student workers</td>
<td>30 minutes</td>
<td>Yes</td>
<td>Unpaid</td>
</tr>
<tr>
<td>Administrative</td>
<td>30 minutes</td>
<td>Yes</td>
<td>Unpaid</td>
</tr>
</tbody>
</table>

### Procedures
The following guidelines and procedures apply:
- Employees clock-out and clock-in for all unpaid meal breaks.
- Employees may not work through their meal break without prior supervisory approval. An employee who does receive authorization to work through the meal break will receive compensation for the actual time worked.
- Supervisors record the authorization to work during the meal break on the time and attendance electronic record.
- Unpaid meal breaks are added to the daily employee work schedules.

#### Examples:
- A full time employee with a 7.5 hour work day will be scheduled for 8.5 hours such as 9:00AM – 5:30PM.
- A part time employee with a 5.5 hour work day will be scheduled for 6.5 hours such as 12:00PM-5:30PM.
- Supervisors and/or employees may not elect to disregard the meal break policy to shorten the scheduled work day or for any other reason.
- Non-exempt employees must take their meal breaks away from their work station or area.
- Meal breaks must be approved by each supervisor based on the business needs of the department.
- Meal breaks may not be taken in the first hour or last hour of a scheduled work day or shift.

**Rest Breaks**

**Purpose**
The rest break policy defines the paid break for employees.

**Definition**
A non-exempt employee may have rest breaks as defined by job classification and hours worked per day.

<table>
<thead>
<tr>
<th>Classification</th>
<th># of Breaks</th>
<th>Length of Each Break</th>
<th>Paid?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerical union</td>
<td>2*</td>
<td>15 minutes</td>
<td>Paid</td>
</tr>
<tr>
<td>Carpenters</td>
<td>0</td>
<td>None</td>
<td>N/A</td>
</tr>
<tr>
<td>Electricians</td>
<td>0</td>
<td>None</td>
<td>N/A</td>
</tr>
<tr>
<td>Engineers</td>
<td>0</td>
<td>None</td>
<td>N/A</td>
</tr>
<tr>
<td>Painters</td>
<td>2</td>
<td>10 minutes</td>
<td>Paid</td>
</tr>
<tr>
<td>Utility Crew</td>
<td>2</td>
<td>10 minutes</td>
<td>Paid</td>
</tr>
<tr>
<td>Safety Officers</td>
<td>2**</td>
<td>10 minutes</td>
<td>Paid</td>
</tr>
<tr>
<td>Administrative non-exempt</td>
<td>0</td>
<td>None</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* Clerical union employees (full or part time) are eligible for one 30 minute or two 15 minute rest breaks if they work seven hours or more on per work day.

** Safety officers (full or part time) are eligible for one 10-minute break for each four hours worked to a maximum of 20 minutes per regular shift.

Painters and utility crew members are eligible for two 10 minutes breaks per regular full time shift.

**Procedures**
The following guidelines and procedures apply:

- Employees do not clock-out and clock-in for all paid rest breaks.

- Rest breaks are scheduled by each supervisor based on the business needs of the department.

- Rest breaks may not be taken in the first hour or last hour of a scheduled work day or shift.

**Overtime**

**Purpose**
This policy provides the definition of overtime and rules associated with hour types and calculations when being evaluated for overtime benefits.

**Definition**
Overtime generally occurs when a non-exempt employee works in excess of full-time hours in one work week or in excess of an eight-hour work day as defined by...
wage and hour laws and/or union contract. The University recognizes three definitions of full-time:

- Clerical-standard: 35 hours per week
- Clerical-alternate: 37.5 hours per week
- All others: 40 hours per week

**Procedures** The following guidelines and procedures apply:

- The overtime rate for non-exempt employees is 1.5% of the regular rate. This rate applies as follows:
  - Clerical-standard: hours worked in excess of 35 per week
  - Clerical-alternate: hours worked in excess of 37.5 per week
  - Carpenters, electricians and painters: all hours worked in excess of 8 hours per day.
  - Engineers: all hours worked in excess of 8 hours per day or 40 hours per week.
  - Safety officers, utility crew, and all others: hours worked in excess of 40 hours per week.
  - Administrative non-exempt support staff: hours worked in excess of 40 hours per week.

- “Regular” is the one hour type that always accumulates towards and becomes overtime within a work week or work day for all non-exempt employees.

- Other hour types that can accumulate toward and become overtime are defined by job classification. Specific overtime rules and rates are detailed for bargaining unit employees in the appropriate union agreement. Please refer to appendix A at the end of this document for a summary of additional overtime rules.

- Hour types which *never* accumulate toward or become overtime include:
  - Sick Leave with Income Protection
  - Sick Leave with Short Term Disability
  - Sick Leave with Long Term Disability
  - All Leaves of Absence without Pay
  - All Time Off without Pay
  - All Pay applied to Unpaid Leave of Absence
  - Worker's Compensation
  - Family and Medical Leave Hours
  - Employment Separation Paid Time-Off Pay-Outs

- When an employee works in multiple departments, the allocation of overtime hours will be assigned in the following order:
  - The employee's secondary job department.
  - The employee's primary job department.
Weekend Premium Pay

**Purpose**
This policy provides guidance for the establishment and administration of weekend premium for eligible non-exempt employees.

**Definition**
Weekend premium is an hourly compensation premium paid for work on Saturdays or Sundays. Weekend premium rates are determined by job classification.

**Procedures**
The following guidelines and procedures apply:
- For the purposes of this policy, the weekend premium applies to shifts in which the majority of the shift work hours fall from 12:00AM through 11:59PM on Saturday or Sunday. Majority of hours is defined as fifty percent or greater.
- Specific weekend rules and rates are detailed for bargaining unit employees in the appropriate union agreement. Please refer to appendix A at the end of this document for a summary of weekend premium pay.

Hours types which are *never* paid at the weekend premium rate include:
- Sick Leave with Income Protection
- Sick Leave with Short Term Disability
- Sick Leave with Long Term Disability
- All Leaves of Absence without Pay
- All Time Off without Pay
- All Pay applied to Unpaid Leave of Absence
- Worker’s Compensation
- Family and Medical Leave Hours
- Employment Separation Paid Time-Off Pay-Outs

Holiday Pay

**Purpose**
The policy provides guidelines for paying eligible employees for specified holidays recognized by the University and/or specific unions.

**Definition**
**Standard holidays:** The University recognizes thirteen holidays during each calendar year in which the campus buildings are closed and regular operations suspended. Employees may be eligible for pay on these days based on classification and union contract.

<table>
<thead>
<tr>
<th>New Year’s Day</th>
<th>Christmas Eve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin Luther King Day</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Winter Holiday 1 *</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Winter Holiday 2 *</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Winter Holiday 3 *</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>New Year’s Eve</td>
</tr>
<tr>
<td>The day after Thanksgiving Day</td>
<td></td>
</tr>
</tbody>
</table>
* The University recognizes the three weekdays in December between Christmas Day and New Year's Eve as standard holidays.

Holidays falling on a weekend day(s):
- When a holiday falls on Saturday, the holiday shall be observed on Friday.
- When a holiday falls on a Sunday, the Sunday holiday shall be observed on Monday.
- When two consecutive holidays fall on Saturday and Sunday, the Saturday holiday shall be observed on Friday and the Sunday holiday shall be observed on Monday.
- When two consecutive holidays fall on Sunday and Monday, the Sunday holiday shall be observed on Tuesday.
- When two consecutive holidays fall on Friday and Saturday, the Saturday holiday shall be observed on Thursday.

Floating holidays: In addition to the standard holidays, some employees are eligible for certain floating holidays based on classification and union contract. Dates of absence for these holidays are generally determined by mutual agreement between employee and supervisor.

Holiday Duration: The length of a holiday in hours is the equivalent of the regularly scheduled work week (e.g. 20, 35, 37 1/2 or 40) divided by 5 working days.

Procedures

The following guidelines and procedures apply:
- Eligibility for pay and/or absence on the standard University holidays is based on classification and union contract. Please refer to appendix B at the end of this document for a summary of holiday pay eligibility.
- Part time administrators and clerical union holiday hour pay will be pro-rated. Paid hours will equal the total work week hours divided by 5 working days. Example: A 20 hour per week employee will be paid for 4 hours for each holiday (20 hours / 5 work days).
- Student and non-union part time employees (under 20 hours per week) are not eligible for holiday pay.
- The dates of the University holidays will be posted annually on the University web site.
- The holiday period is defined as 11:00PM the night before the holiday to 10:59PM on the night of the holiday.
**Holiday Premium Pay**

**Purpose**  The policy provides guidelines for administering compensation to employees who work on a holiday.

**Definition**  
- **Holiday** – The holiday period is defined as 11:00PM the night before the holiday to 10:59PM the night of the holiday.
- **Holiday Premium Pay** – The holiday premium pay rate is defined as time and one half.

**Procedures**  The following guidelines and procedures apply:

- The only non-exempt employees who are eligible to work on the standard University holidays are building engineers and campus safety officers. All other non-exempt employees should not be scheduled to work on standard holidays.

- If a supervisor wishes to have a non-exempt employee in a classification other than a building engineer or campus safety officer work on a standard University holiday, written authorization must be obtained in advance from the Vice President of Human Resources or designee.

- When evaluating hours for the holiday premium, only the actual hours worked which fall within the holiday start and end times will be paid the premium rate.

- Holiday hours worked can accumulate toward and become overtime.

**Campus Closure**

**Purpose**  This policy describes the employee pay and work requirements on days of campus closure due to inclement weather conditions, power outages or other conditions that may impede the University from regular operation.

**Definition**  The Provost determines campus or building closure. Announcement of closures are posted on the University website, sent via the emergency cell phone texting program and on main campus telephone messages.

**Procedures**  The following guidelines apply:

- The closure may be building or campus specific. It is each employee’s responsibility to confirm a closure prior to the beginning of the work day or shift.

- If a campus or building location is closed for one day or any part of one day, non-exempt employees will be paid for the hours scheduled to work that particular day. Payment for additional days that a building is closed is at the discretion of University management. Exempt employees may be required to work from an alternate location at the discretion of the departmental
supervisor or manager. Exempt employees are expected to contact the supervisor for instructions by the regular start of their work day.

- Designated employees may be required to work in closed buildings as mandated by University policy or due to state or local regulations. This includes building engineers, campus safety officers, operations and campus safety managerial staff members.

- Non-exempt employees who are unable to get to work due to inclement weather or other conditions when their primary work site is open may request paid time off if available.

**Work Schedules**

**Purpose**

This policy provides guidance for the establishment and administration of work schedules for employees based on classification.

**Definition**

Operations employees are scheduled by standard work shifts based on union contract. Work schedules are entered by supervisors through the *TimeTech* scheduling system no less than two weeks prior to the beginning of the applicable pay period.

Shifts are defined by job classification as follows:

<table>
<thead>
<tr>
<th>Classification</th>
<th>1st Shift</th>
<th>2nd Shift</th>
<th>3rd Shift</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpenters</td>
<td>7:00AM-3:30PM</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Electricians</td>
<td>7:00AM-3:30PM</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Engineers</td>
<td>7:00AM-3:00PM</td>
<td>3:00PM-11:00PM</td>
<td>11:00PM-7:00AM</td>
</tr>
<tr>
<td>Painters</td>
<td>7:00AM-3:30PM</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Utility Crew</td>
<td>7:00AM-3:30PM</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Safety Officers</td>
<td>7:00AM-3:30PM</td>
<td>3:00PM-11:30PM</td>
<td>11:00PM-7:30AM</td>
</tr>
</tbody>
</table>

Clerical employees are scheduled to a work day based on the union contract and the business needs of the department in which they work. The general full time work schedules that may be assigned are as follows:

<table>
<thead>
<tr>
<th>Standard (35 hour)</th>
<th>Alternate (37.5 hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30AM – 4:30PM</td>
<td>8:30AM – 5:00PM</td>
</tr>
<tr>
<td>9:00AM - 5:00PM</td>
<td>9:00AM - 5:30PM</td>
</tr>
<tr>
<td>9:30AM – 5:30PM</td>
<td>9:30AM – 6:00PM</td>
</tr>
<tr>
<td>10:00AM – 6:00PM</td>
<td>10:00AM – 6:30PM</td>
</tr>
<tr>
<td>10:30AM – 6:30PM</td>
<td>10:30AM - 7:00PM</td>
</tr>
</tbody>
</table>

Student workers, graduate, research and resident assistants and associates should be on defined part time schedules. Please refer to the appropriate student employment policies for additional information.
Procedures  The following guidelines apply:

- Work schedules are generally defined in each unit’s union contract. Shifts are subject to change by mutual agreement with the respective bargaining unit based on business need. Work schedules not defined by union contract are determined by the University based on business need.
- Unpaid breaks should be added to the total hours scheduled each work day.
- There is no shift differential pay for University employees.
- Compensatory (comp) time is not available to any employee in the University based on Illinois Law.

Exempt Employees

Purpose  This policy defines employees that are classified as exempt under federal regulation and the exception time reporting that is required for administrators.

Definition  Exempt employees are defined by the Fair Labor Standards Act (FLSA) based on the type of work performed in the position. For the purposes of this document, the key characteristics that distinguish exempt employees are that they are not subject to the rules of overtime, premium pay and work time reporting.

Regular earnings for these positions are paid by salary and/or stipend. The University recognizes the following exempt classifications:

- Faculty
- Administrators (executives, managerial and professional only)

Procedures  The following guidelines apply:

Reporting Time Worked

- Exempt employees do not report time worked via a time and attendance system in order to be paid. Regular earnings in the form of base salary or defined stipend will be paid to active employees on regularly scheduled pay dates.
- Compensatory (comp) time is not available to any employee in the University based on Illinois law.

Compensation and Exception Time Reporting Faculty

- Full time faculty are contract employees who are paid a 9-month academic year base salary over 12 months from September through August each year.
- Employees with primary position classified as faculty do not earn paid time off and do not report exception time.
- Faculty with overload positions performing administrative work do not earn paid time off and do not report exception time.
- Part time faculty are temporary employees assigned to teach for an academic term.
- Part time teaching salaries and full time faculty teaching overload salaries are paid by academic term as follows:
<table>
<thead>
<tr>
<th>Term</th>
<th># of Installments</th>
<th>Pay Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>4</td>
<td>September, October, November and December</td>
</tr>
<tr>
<td>Spring</td>
<td>4</td>
<td>February, March, April and May</td>
</tr>
<tr>
<td>Summer</td>
<td>3</td>
<td>June, July and August</td>
</tr>
</tbody>
</table>

Administrators

- Full time and part time administrators are generally at-will employees who are paid a base salary on a monthly basis.
- Employees with a primary position that is classified as administrative must report all exception time (absence from work exceeding four hours in a work day) using RU Access. This “exception time” is reported by code (vacation, sick, personal, holiday, etc.) for each calendar month (pay period) no later than the 5th for the previous month and the electronic record submitted for supervisory approval.
- Supervisors confirm, correct and submit exception time information via RU Access for the previous month by the 10th of the following month.
- Base compensation is not adjusted due to exception time. Excessive and/or recurrent unscheduled absence will be addressed through performance management as necessary by supervisors/managers with the assistance of the Human Resources staff.
- Administrators who teach are paid by academic term as noted above for part time faculty and full time faculty overloads.
## Overtime Pay - Appendix A

<table>
<thead>
<tr>
<th>Category</th>
<th>Clerical</th>
<th>Carpenter</th>
<th>Electrician</th>
<th>Engineer</th>
<th>Painter</th>
<th>Utility</th>
<th>Safety</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Monday-Friday</td>
<td>After 35 or 37.5 hours per week, pay at one and one-half times regular rate</td>
<td>1st two hours after 8-hour shift pay one and one-half times regular rate. After two hours, pay double time regular rate</td>
<td>After 8-hour shift, pay one and one-half times regular rate</td>
<td>After 8-hour shift, pay one and one-half times regular rate</td>
<td>After 8-hour shift, pay one and one-half times regular rate</td>
<td>After 40 hours per week, pay one and one-half times regular rate</td>
<td>After 40 hours per week, pay one and one-half times regular rate</td>
</tr>
<tr>
<td>Saturday Or 6th consecutive work day for Engineers</td>
<td>After 35 or 37.5 hours per week, pay at one and one-half times regular rate</td>
<td>1st eight hour shift, pay one and one-half times regular rate</td>
<td>All hours paid one and one-half times regular rate</td>
<td>After 40 hours per week, pay one and one-half times regular rate</td>
<td>All hours paid one and one-half times regular rate</td>
<td>After 40 hours per week, pay one and one-half times regular rate</td>
<td>After 40 hours per week, pay one and one-half times regular rate</td>
</tr>
<tr>
<td>Sunday Or 7th consecutive day for Engineers</td>
<td>After 35 or 37.5 hours per week, pay at double time regular rate</td>
<td>Exceeds eight hours, pay double time regular rate</td>
<td>All hours paid double time regular rate</td>
<td>All hours paid double time regular rate</td>
<td>All hours paid one and one-half times regular rate</td>
<td>After 40 hours per week, pay one and one-half times regular rate</td>
<td>After 40 hours per week, pay one and one-half times regular rate</td>
</tr>
<tr>
<td>Work on a Union Holiday</td>
<td>All hours paid double time regular rate</td>
<td>All hours paid double time regular rate</td>
<td>All hours paid double time and one-half times regular rate (includes holiday pay)</td>
<td>All hours paid double time regular rate</td>
<td>All hours paid one and one-half times regular rate</td>
<td>All hours paid one and one-half times regular rate</td>
<td>All hours paid one and one-half times regular rate</td>
</tr>
</tbody>
</table>

**Non-exempt administrative support staff**
- **Overtime:** After 40 hours per week, pay at one and one-half times regular rate.
- **Saturday and/or Sunday:** After 40 hours per week, pay at one and one-half times regular rate
- **Work on a Standard RU Holiday:** After 40 hours per week, pay at one and one-half times regular rate
## Holiday Pay - Appendix B

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Clerical</th>
<th>Carpenter</th>
<th>Electrician</th>
<th>Engineer</th>
<th>Painter</th>
<th>Utility</th>
<th>Campus Safety</th>
<th>Admin +</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard University Holidays (campuses closed to the public)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Year’s Day</td>
<td>Paid</td>
<td>Unpaid</td>
<td>Paid</td>
<td>Paid</td>
<td>Unpaid</td>
<td>Paid</td>
<td>Paid</td>
<td>Paid</td>
</tr>
<tr>
<td>Martin Luther King</td>
<td>Paid</td>
<td>Inelig</td>
<td>Inelig</td>
<td>Paid</td>
<td>Unpaid</td>
<td>Paid</td>
<td>Paid</td>
<td>Paid</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Paid</td>
<td>Unpaid</td>
<td>Paid</td>
<td>Paid</td>
<td>Unpaid</td>
<td>Paid</td>
<td>Paid</td>
<td>Paid</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Paid</td>
<td>Unpaid</td>
<td>Paid</td>
<td>Paid</td>
<td>Unpaid</td>
<td>Paid</td>
<td>Paid</td>
<td>Paid</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Paid</td>
<td>Unpaid</td>
<td>Paid</td>
<td>Paid</td>
<td>Unpaid</td>
<td>Paid</td>
<td>Paid</td>
<td>Paid</td>
</tr>
<tr>
<td>Day after Thanksgiving</td>
<td>Paid</td>
<td>Inelig</td>
<td>Inelig</td>
<td>Unpaid</td>
<td>Unpaid</td>
<td>Paid</td>
<td>Unpaid</td>
<td>Paid</td>
</tr>
<tr>
<td>Christmas Eve</td>
<td>Paid</td>
<td>Inelig</td>
<td>Inelig</td>
<td>*</td>
<td>Unpaid</td>
<td>Paid</td>
<td>*</td>
<td>Paid</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Paid</td>
<td>Unpaid</td>
<td>Paid</td>
<td>Paid</td>
<td>Unpaid</td>
<td>Paid</td>
<td>Paid</td>
<td>Paid</td>
</tr>
<tr>
<td>Winter Holidays (3)</td>
<td>Paid</td>
<td>Inelig</td>
<td>Inelig</td>
<td>Inelig</td>
<td>Unpaid</td>
<td>Inelig</td>
<td>Inelig</td>
<td>Paid</td>
</tr>
<tr>
<td>New Year’s Eve</td>
<td>Paid</td>
<td>Inelig</td>
<td>Inelig</td>
<td>*</td>
<td>Unpaid</td>
<td>Unpaid</td>
<td>*</td>
<td>Paid</td>
</tr>
<tr>
<td><strong>Floating Holidays</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter Floating</td>
<td>Paid</td>
<td>Inelig</td>
<td>Inelig</td>
<td>Inelig</td>
<td>Inelig</td>
<td>Inelig</td>
<td>Inelig</td>
<td>Inelig</td>
</tr>
<tr>
<td>Floating</td>
<td>Paid</td>
<td>Inelig</td>
<td>Paid</td>
<td>Inelig</td>
<td>Inelig</td>
<td>Paid</td>
<td>Paid</td>
<td>Inelig</td>
</tr>
<tr>
<td>Academic Year Floating</td>
<td>Inelig</td>
<td>Inelig</td>
<td>Inelig</td>
<td>Inelig</td>
<td>Inelig</td>
<td>Inelig</td>
<td>Inelig</td>
<td>Paid</td>
</tr>
<tr>
<td>Personal Holidays (aka personal days)</td>
<td>Inelig</td>
<td>Inelig</td>
<td>Inelig</td>
<td>2 or 4 days</td>
<td>Inelig</td>
<td>1 day</td>
<td>3 days</td>
<td>Inelig</td>
</tr>
<tr>
<td><strong>Non-Standard Holidays (campuses open to public-recognized by one union)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Washington’s Birthday</td>
<td>Inelig</td>
<td>Inelig</td>
<td>Paid</td>
<td>Inelig</td>
<td>Inelig</td>
<td>Inelig</td>
<td>Inelig</td>
<td>Inelig</td>
</tr>
</tbody>
</table>

* Engineers and Campus Safety are eligible for holiday pay on Christmas Eve or New Year’s Eve as agreed with employee.

+ Part time employees and administrators working less than 20 hours per week are not eligible for holiday pay.

Eligibility for all holiday pay is subject to service requirements detailed in each bargaining unit contract or administrative policy. Service requirements may include successful completion of a probationary or introductory period or a defined timeframe such as six months or one year of service.
Definitions of holiday actions

Paid = Recognized University and union holiday. Eligible employees are paid full time or pro-rated part time hours at the regular rate for the holiday. Employees who work on their union-recognized standard holidays are eligible for a special holiday rate. Special rates do not apply to floating holidays.

Ineligible (Inelig) = Recognized University holiday that is not a union holiday. The employee is not paid for the holiday and not eligible for any special holiday rate if work is performed on these holidays.