



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	15 th through the 14 th of consecutive months (Example: August 15 through September 14)
Monthly 2	1 st 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:

Pay Cycle	Pay Cycle Code	Position Classification
Weekly	W1	Auditorium Theatre (non-exempt) *
Bi-weekly	B1	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
Monthly 1	M1	Faculty (exempt)
Monthly 2	M2	Administrators (exempt)

* 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 pervious 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:

Pay Period	Pay Date
Weekly	Every Wednesday
Bi-weekly	Every other Thursday
Monthly 1	The 14 th of the month
Monthly 2	The final calendar day of each month

- 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 to 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:

Method	Job Classification
<i>TimeTech</i> biometric time collection	Operations employees: carpenters, electricians, engineers, painters, utility crew, campus safety offices
<i>TimeTech</i> computer workstation collection	Clerical union employees, non-exempt support staff members
RU Access web time entry	Part time hourly student and non-student workers

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 follow 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.

Classification	Meal Break	Clocking Required	Pay?
Clerical union	60 minutes	Yes	Unpaid
Carpenters	30 minutes	Yes	Unpaid
Electricians	30 minutes	Yes	Unpaid
Engineers	20 minutes	No	Paid
Painters	30 minutes	Yes	Unpaid
Utility Crew	30 minutes	Yes	Unpaid
Safety Officers- Auditorium/Goodman	30 minutes	Yes	Unpaid

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.

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

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 7.5hour work day will be scheduled for 85hours such as 9:00AM – 5:30 OPM.
 - 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.

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

* 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 tor 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.

New Year's Day	Christmas Eve
Martin Luther King Day	Christmas Day
Memorial Day	Winter Holiday 1 *
Independence Day	Winter Holiday 2 *
Labor Day	Winter Holiday 3 *
Thanksgiving Day	New Year's Eve
The day after Thanksgiving Day	

* 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:

Classification	1 st Shift	2nd Shift	3 rd Shift
Carpenters	7:00AM-3:30PM	None	None
Electricians	7:00AM-3:30PM	None	None
Engineers	7:00AM-3:00PM	3:00PM-11:00PM	11:00PM-7:00AM
Painters	7:00AM-3:30PM	None	None
Utility Crew	7:00AM-3:30PM	None	None
Safety Officers	7:00AM-3:30PM	3:00PM-11:30PM	11:00PM-7:30AM

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:

Standard (35 hour)	Alternate (37.5 hour)
8:30AM – 4:30PM	8:30AM – 5:00PM
9:00AM - 5:00PM	9:00AM - 5:30PM
9:30AM – 5:30PM	9:30AM – 6:00PM
10:00AM – 6:00PM	10:00AM – 6:30PM
10:30AM – 6:30PM	10:30AM - 7:00PM

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:

Term	# of Installments	Pay Months
Fall	4	September, October, November and December
Spring	4	February, March, April and May
Summer	3	June, July and August

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

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

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

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

* 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.