

Bryn Mawr College Non-Standard Pay Policies

1) Purpose

- a) To establish College pay policies for overtime, shift-differential, on-call, College declared bad weather or emergency days and College holidays.

2) Effective Date

- a) The effective date of this policy as revised is April 1, 2007.

3) Overtime Pay

- a) Only regular and temporary non-exempt employees are eligible to receive overtime pay.
- b) All overtime must be approved by the employee's department in advance whenever possible.
- c) Employees may not be scheduled for overtime while assigned to medically restricted duty (light duty) for an injury or illness.
- d) If an employee is eligible for overtime pay and worked for more than one department, the department that will be charged for the overtime pay is the one for which the employee worked the hours in excess of forty during the work week. Departments can make arrangements to share overtime costs, but will be required to submit a journal entry to transfer overtime charges.
- e) Overtime compensation will be paid to eligible employees for all time worked that is in excess of forty hours in a normal work week. The College's normal work week begins 12:01 a.m. (midnight) on Friday and ends at 12:00 a.m. (midnight) on Thursday.
- f) The overtime compensation rate is calculated at one and one-half times an eligible employee's current regular hourly rate of pay.
- g) Work time includes all breaks that are less than thirty minutes, paid leave time and paid time for medical treatments related to worker's compensation injuries or illnesses.

4) Shift-Differential Pay

- a) Only regular and temporary non-exempt employees are eligible to receive shift differential pay.
- b) College departments that normally operate more than sixteen hours per day will have either two or three shifts. The shifts will be a day shift, an evening shift and a night shift if there are three shifts. The hours for each shift will be determined by each department. Adjustments to departmental shift hours must be communicated to the Human Resources and Payroll Departments.
- c) Employees in departments with more than one shift will be informed of the hours of each shift.
- d) Shift differential pay for the evening shift will be \$.50 per hour and for the night shift will be \$1 per hour in addition to the regular pay rate. This rate will be reviewed at least annually.
- e) Shift differential will be paid for the actual hours worked during the departmentally-defined shift periods. Thus, an employee who works some time in one shift and some time in another shift will be paid at two different rates.
- f) Employees who schedule their own work hours are not eligible to receive shift differential pay.

5) On-Call Pay

- a) Only regular and temporary non-exempt employees who have been designated to be on-call by their department are eligible to receive on-call pay.
- b) An employee will receive on-call pay if he or she is required to be available to immediately come to work when called by a supervisor or the College Department of Public Safety. Employees receiving on-call pay must be able to communicate with the College at all times during the on-call period and must be able to perform all regular job duties if called.
- c) On-call pay will be a flat amount for a specific period of time and will be determined by the departments with on-call programs in consultation with the Human Resources Department at the beginning of each fiscal year.
- d) If an employee receiving on-call pay is required to report to work there will be an additional payment at the regular pay-rate of the employee, or overtime rate if applicable, for actual hours worked during the on-call period or two hours, whichever is greater.

6) Declared Bad Weather or Emergency Day Pay (see Bad Weather and Emergency Day Policy)

- a) All regular and temporary full-time and part-time employees are eligible to receive bad weather or emergency day pay.
- b) Employees will be designated by Department Heads as essential or non-essential for bad weather or emergency days. The designation can change depending upon the circumstances of the bad weather or emergency and upon the time of year (for example some employees may only be designated as essential when classes are in session.)
- c) A bad weather or emergency day will be determined by the College President and Chief Administrative Officer. A start and end time will be determined for each bad weather or emergency day.
- d) If a Bad Weather or Emergency Day is declared on a College-designated holiday, it will be the Bad Weather and Emergency Day pay, and not the Holiday pay, that will be in effect.
- e) The maximum hourly pay rate is 2.5 times the regular pay rate even if the hours worked are overtime or holiday time periods.

Non-essential employees

- f) Non-essential employees are not expected to work during a designated bad weather or emergency day. Non-essential employees will receive their regular pay for the period they are normally scheduled to work during a designated bad weather or emergency day.

Essential employees

- g) Essential employees are expected to work during declared bad weather or emergency days. Essential non-exempt employees will receive pay for the hours actually worked during the designated bad weather or emergency day at a rate that is two and one-half times their regular pay rate. In addition, non-exempt essential employees who report to work will receive pay at their regular rate for scheduled hours that they do not work during the designated bad weather or emergency time.
- h) Essential exempt employees are expected to work during declared bad weather or emergency days. Essential exempt employees will receive their regular pay during declared bad weather or emergency days.
- i) Essential employees who do not report to work during a designated bad weather or emergency day will not be paid for the day unless their department

approves the use of a paid leave day. A doctor's letter may be required by a department for essential employees who call-in sick on a bad weather or emergency day.

7) Holiday Pay

- a) All regular full-time and part-time employees are eligible to receive holiday pay. Temporary employees do not receive the paid holiday benefit.
- b) The College has the following designated holidays each year:
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - The day after Thanksgiving Day
 - Nine to eleven scheduled winter holidays that change each year depending upon the day of the week on which Christmas Day and New Years Day fall.
- c) Most employees are not expected to work on holidays; however, departments may determine that some employees are required to work on holidays.
- d) Employees who do not work on a holiday will receive their regular pay for the period they are normally scheduled to work. All full-time regular employees will receive twelve paid holidays for the period January 5 through January 4 of the subsequent year. When full-time employees are not scheduled to work on a College holiday they will be granted a paid holiday for a day during the same time period as the College holiday.
- e) Employees who are required to work on a holiday will receive their regular pay for the period they are normally scheduled to work. In addition they will receive pay for the hours actually worked during the holiday at a rate that is one and one-half times their regular pay-rate.
- f) Temporary employees will receive pay at the rate of one and one-half times their regular pay rate for the hours worked during a College designated holiday.
- g) The maximum hourly pay rate is 2.5 times the regular pay rate even if the hours worked are overtime time periods.