

CHAPTER 3: SALARY ADMINISTRATION AND COMPENSATION

Pay Procedures

Section 300

Non-Exempt/Administrative Support Staff

Non-exempt employees are paid biweekly for the hours worked the previous two weeks. The college payroll week runs from Sunday through Saturday; pay checks for non-exempt staff are issued every other Friday for work performed through the previous Saturday.

Employees who are in positions classified as temporary are paid for hours worked in the preceding two weeks based on vouchers submitted by the department to the Payroll Office.

Exempt/Administrative Staff

Exempt employees are paid biweekly for the hours worked the previous two weeks. The college payroll week runs from Sunday through Saturday; pay checks for exempt staff are issued every other Friday for work performed through the previous Saturday. Exempt staff in regular or limited-term positions generally are paid a fixed salary based on a salary letter issued by the Office of Human Resources or the Dean of the Faculty's Office. If you work less than a 12-month schedule, you will generally receive your annual salary in 26 equal installments. However, in these instances, the July and August checks are a salary advance that will be earned beginning in September.

A new exempt/administrative staff member who begins employment on any day other than the first day of the fiscal year will receive salary prorated based on the percentage of time worked in that fiscal year.

Direct deposit authorization forms are available in the Payroll Office and the Office of Human Resources. If you elect direct deposit, your check will be electronically deposited to any bank in the country that accepts electronic fund transfers. A facsimile of your check with "non-negotiable" written on its face will be mailed to your campus or home address. If you choose not to use direct deposit, your check and the stub will be sent to your campus or home address.

Payroll Deductions

Several mandatory deductions are made automatically from your paycheck. These include federal and state income taxes and social security taxes. Optional deductions, such as health and dental insurance, other benefits, and contributions to the United Way, may also be made. Payroll deductions are made in equal installments from each of your pay checks.

Information on Your Paycheck

Your paycheck stub provides detailed information about pay and deductions. The accuracy of the information on your pay stub is a shared responsibility between you and the college. The college performs regular audits and continuously works to update systems to prevent errors; however, errors do sometimes occur. Employees are encouraged to review their pay

stubs upon receipt. If you notice an error or discrepancy, you must report it as soon as possible to the appropriate office.

Salary Advances

If you find yourself in a temporary financial crisis, a reasonable request for a salary advance will be considered if funds to meet the emergency are unavailable from conventional sources (credit union, bank, etc.). Salary advances will be repaid in the next payroll cycle immediately following the advance payment. Requests for salary advances should be directed to the Controller.

Vacation Salary Advances (Administrative Support Staff): Non-exempt employees may request advance vacation pay by submitting a *Request for Vacation Advance* form to the Payroll Office. This form is available on the Controller's Office web site. Vacation advances are subject to the following conditions:

- You must plan to be on vacation for at least one week.
- You must submit a separate request form for each absence (i.e., non-consecutive vacation weeks throughout the summer may not be covered by one form).
- The Payroll Office must receive your request form at least one week prior to the requested pay date (i.e., by the Friday before the Friday you expect payment).
- Salary advances will be an estimate of your normal net pay for the week(s) you will be on vacation and will be issued separate from your paycheck.
- If you receive advance vacation pay, you must take the scheduled vacation time. Time sheets must be submitted for all vacation weeks.

Questions about vacation salary advances should be directed to the Payroll Office.

Garnishment or Attachment of Salary

When served with an income execution, wage assignment, family court support order, or federal tax levy against an employee, the college is required by law to make deductions from the individual's pay until the debt is paid. Questions should be referred to the Payroll Office.

Smith College complies with the terms of the Fair Labor Standards Act (also known as the Federal Wage and Hour Law), including the payment of minimum wages and overtime pay. This law and its regulations establish criteria for determining which positions are non-exempt (i.e., require pay or compensatory time for overtime hours worked) and which positions are exempt (i.e., do not require additional compensation for overtime). The law specifies that neither the employee nor the employer may waive the employee's right to be compensated for overtime if the position is classified as non-exempt.

The Office of Human Resources is responsible for ensuring compliance with these regulations, including the determination of exempt or non-exempt status. Generally, administrative and academic support positions are classified as exempt and administrative support positions are classified as non-exempt.

Non-Exempt/Administrative Support Staff

Overtime pay is based on actual work hours. Vacation, sick leave, bereavement leave, and other excused time do not count as work hours for the purpose of calculating overtime. All work performed for the college, whether in one or more assignments, is included in the calculation of hours worked.

The demands of the academic year or unusually busy times in office workloads will, at times, require overtime work. Employees may be required to work overtime during such periods. Overtime work must have the prior approval of your supervisor and must be recorded accurately. Staff members may not schedule their own overtime.

Overtime/compensatory time: You will be paid for any hours worked in excess of your normal weekly work schedule up to 40 hours at your regular hourly rate. You will be paid at time and one-half your regular hourly rate for hours worked in excess of 40 hours in a week or be given equivalent compensatory time off. Compensatory time off must be taken within the same pay week (Saturday to Friday); you must have the prior approval of your supervisor to use compensatory time.

Part-time staff: If you work less than 35 hours per week, you will be paid for any hours worked in excess of your normal schedule up to 40 hours per week at your regular hourly rate. If you work beyond 40 hours in a payroll week, you will be paid at time and one-half your regular hourly rate. Part-time staff do not receive compensatory time.

Schedule adjustments: Supervisors may on occasion require that employees change their normal work schedule to accommodate the work load. Supervisors are expected to give reasonable advance notice of such adjustments.

Exempt/Administrative Staff

If you are an exempt employee, occasional service in excess of the regular work week and, in some assignments, regular service on evenings and weekends, may be expected of you to meet the responsibilities of your position. The extra time and effort required normally increases with the level of the position you hold and is reflected in the regular compensation for the position. College policy prohibits any payments to exempt employees above their regular base salary.

Exempt/administrative staff are expected to devote whatever time is necessary beyond their normal work schedule to complete their assigned duties, and are not normally eligible for compensatory time for hours worked in excess of 35 per week. However, in rare instances, department heads may grant reasonable compensatory time off where special service is required on an extended basis to meet special (usually temporary) college needs.

Extra work outside normal position responsibilities: College policy prohibits payments to exempt employees above their regular base salary. However, in rare instances where an administrator performs duties which are clearly outside his or her regular job description and department, and where the other department would have to pay an outside vendor or individual for these services, a small stipend may be paid. In no case will a stipend for additional work be paid to exempt/administrative staff in grades H and above. The Controller and the Office of Human Resources are responsible for interpreting and administering this policy.

Position Descriptions

When you begin your employment at Smith College, your supervisor will give you a written position description which outlines the major duties you are expected to perform. This description is used as the basis for the performance management system and your supervisor will update it as needed. The position description is also used to determine whether your position is exempt or non-exempt, using the provisions of the Fair Labor Standards Act (FLSA). The FLSA sets forth regulations concerning minimum wages, overtime payments, and record-keeping.

Copies of position descriptions, including grades, for all classified positions are available for review in the Office of Human Resources, and members of the human resources staff are available to answer your questions about the system.

Position Evaluation and Reclassification

A position is assigned a job classification and salary grade at the conclusion of an evaluation process which uses information provided to the Office of Human Resources.

Job assignments and duties may change as a result of organizational changes, technological changes, or other factors. If the responsibilities of a position have changed substantially, the department head may request that the position classification be reviewed. Department heads should contact Human Resources to initiate this procedure.

Salary Structure

Salary ranges are established for each grade and reflect the competitive job market from which the college hires employees. Salary surveys which include positions comparable to those at the college are used to obtain the competitive job market data.

The midpoint of each grade range represents the average market value for a position. The position of an individual's salary within the grade range typically reflects: 1) the individual's experience and qualifications; 2) the length of time in a particular position; and 3) performance history. The maximum grade range would be used to reward exceptional performance and extended length of service in the position.

Employees receive annual salary increases based on several criteria including individual performance, equity issues within the department or college, and the resources available for salary increases in a particular year.

The college's policy is to pay individuals in a fair and equitable manner for work performed. Various factors affect salary increases, including the labor market, internal equity, employee performance, and the college's financial constraints. These factors are reviewed annually in conjunction with performance reviews and are the basis for establishing wage and salary guidelines. Individual salary increases, when appropriate, are made based on these factors.

Performance Reviews

Performance reviews are conducted annually by your supervisor or department head and summarize your performance for the prior performance year. The annual review is an opportunity for you and your supervisor to have an open and honest dialogue about your performance over the past year and to document your achievements and development areas. It's an opportunity to review your position description, clarify expectations, and set performance and development goals for the coming year. Your performance review will be based on the responsibilities outlined in your position description.

Your documented performance review is a significant part of your employment record which influences recommendations for salary increases, promotions, transfers, and/or terminations. Salary increases must be supported by the performance review and must fall within guidelines issued by the Office of Human Resources.

While performance reviews are not subject to the grievance process, staff members are encouraged to include their own comments in the appropriate section on the performance review form or attach an additional memo.

Salary Increases

If you meet or exceed the performance criteria/standards established for your job, you may be eligible for a salary increase. The amount of the increase is determined by your department head and recommended to Senior Staff on the basis of pre-established wage and salary guidelines. Salary increases are normally effective on the first of July each year.

These salary administration guidelines serve as the basis for consistent and equitable salary decisions within the college. Specific percentage adjustments associated with a change in job responsibility are related to the college's current salary schedule and may be subject to change in the future.

New Hires

The hiring range for new employees is generally in the lower third of the salary range for the position. A starting salary above the hiring range will be considered only if warranted by the candidate's experience and job knowledge or if external market pressures exist for particular occupations. All salary offers must have the prior approval of the Office of Human Resources so that internal equity and other considerations may be addressed.

Promotions

A promotion occurs if you move to a new position at a higher grade level. The new position may be in your current department or a new department. A promotion to a higher job grade is normally accompanied by a salary increase, depending on the level of your current salary within the new grade. Promotions of two or more grades normally result in a salary increase of no more than 10% or to the minimum of the new grade, whichever is greater.

Lateral Transfers

A lateral transfer occurs if you move to another position classified at the same grade level. Lateral transfers allow employees to gain broader skills in a variety of work settings. No salary adjustment is made in the case of a lateral transfer.

Transfers to a Lower-Level Position

Employee-initiated transfers to positions with a lower grade level normally result in a reduction of pay of 5% per grade.

Reclassified Positions

If your position is reclassified to a higher grade, you will normally receive either a salary increase or a lump sum payment that does not increase your base. In certain cases, depending on the position of your salary in the new grade, no increase may be appropriate. Reclassifications of two or more grades normally result in a salary increase of no more than 10%, or to the minimum of the new grade, whichever is greater.

All reclassification increases will be determined by the Office of Human Resources.

Work Assignments Outside of Classification

If you are reassigned by your supervisor to fully perform the duties of a position in a higher classification for a period of two months or more to cover a vacancy or leave of absence, you may be eligible for a temporary increase in salary to be determined by your department head and the Office of Human Resources. Such an increase is normally between 5 and – 10% and is based on the grade level of the higher classified position. At the end of the temporary assignment, your salary returns to its former level. All such temporary assignments and salary adjustments must be approved in advance by the appropriate senior staff member.

If you are reassigned by your supervisor to perform the duties of a position in the same grade classification as your current position, no salary adjustment will be made.