

MISSOURI SOUTHERN STATE UNIVERSITY POLICY					
Policy #:		Effective:	July 2017*	Category:	All University Employee Policies
Name:	COMPENSATION AND CLASSIFICATION - UNIVERSITY EMPLOYEE STRUCTURE POLICY				

1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

2.0 SCOPE

University Employee Policy

3.0 POLICY

The University is a complex organization made up of many department and different classifications of employees. The University has adopted and established the below categories and nomenclature to define the University staff employee structure, consistent with applicable law.

Professional and Administrative Staff:

The Professional and Administrative Staff category is comprised of exempt (not eligible for overtime pay) positions. These positions are located in all areas across campus and have functions of executive, administrative, managerial, and professional support. Individuals in these positions are salaried, typically have higher level educational requirements and/or specialized career fields and are eligible to teach as adjunct faculty, provided they also meet the necessary degree requirements as defined by the Higher Learning Commission.

Classified Staff:

The Classified Staff category is comprised of non-exempt (eligible for overtime pay) positions. These positions consist of technical positions, secretarial and clerical support positions, skilled craft and trade positions, and service positions. Individuals in these positions are paid hourly and are required to complete and submit weekly timesheets for all time worked. It is a violation of University policy to falsify time worked, omit time worked, or to make any other misrepresentation or omission on individual time sheets.

Defining University Staff:

The staff of the University is comprised of two primary groups. The two primary divisions of staff are:

Professional and Administrative Staff:

All full-time and part-time exempt staff, as noted above.

Classified Staff:

All full-time and part-time non-exempt staff as noted above.

Other Staff:

Seasonal/Part-time employees:

Typically, non-benefited, non-exempt positions working for a short period of time as workloads require or for special seasonal projects. These positions may work up to 40 hours in certain circumstances but for a short duration of time.

Volunteers:

Typically, unpaid, non-benefit eligible that volunteer at the university. A signed volunteer agreement form should be signed by the volunteer and filed with the Human Resources Department prior to beginning any volunteer work.

Student Employees:

Students are non-exempt, paid with University funds and are known as Student Help or they are paid by federal student aid funds and are known as Work-Study.

If an employee or supervisor has a question, concerning whether a position is exempt or nonexempt, or the category of the position, please contact the Human Resources Department.

Wage and Salary Administration:

The University is committed to maintaining competitive wage and salary ranges consistent with community standards and budgetary constraints placed on the University in order to attract and retain qualified employee.

Every year, the University's Board of Governors determines if there will be a general wage and salary increase for full-time faculty and staff employees. If an across-the-board percentage increase is declared, it will usually be effective at the beginning of each fiscal year, which is July 1 for classified and professional staff employees. When an across-the-board percentage increase is declared, the Human Resources Office will send eligible employees a letter providing each employee with his or her wage or salary information for the upcoming fiscal year.

The following factors are considered in determining a position's placement upon the wage scale: the amount of knowledge, skill, and education required to perform the job; the degree of innovation and/or self-motivation required; the degree of confidentiality required; the amount of responsibility for the work of others; the degree of judgment expected, and the FLSA classification factors used to determine the position classification of either non-exempt and exempt.

Paydays:

The University is on a bi-weekly pay schedule for non-exempt employees and a monthly payroll schedule for exempt employees. Paydays are on a bi-weekly (every other Friday) or monthly schedule, depending on employee classification unless otherwise noted. A copy of the pay schedule is available in Human Resources upon request. In the event that a regularly scheduled payday falls on a holiday, every effort will be made to ensure that employees receive pay on the last day of work before the regularly scheduled payday. Please note that pay advances are not permitted. Student employees are paid twice

per month. For monthly exempt employees, paydays are on the last working day of the month. All employees are required to have pay directly deposited into their personal financial account(s). A personal itemized, printable statement of wages and deductions (pay stub) is available electronically on LioNet.

Non-Exempt Employees & Reporting Pay Errors or Improper Deductions:

The University makes every effort to ensure employees are paid correctly and for all hours worked. Employees can assist the University in this matter by closely reviewing each pay stub to ensure that their pay was proper. If a non-exempt employee believes a mistake has been made, either because of improper deductions, hours recorded, or the applicable pay rate, the following procedures should be followed:

The affected non-exempt employee should report the mistake(s) to his or her supervisor or the Human Resources/Payroll Department.

Upon notification by the employee, the University will conduct a prompt and thorough investigation into the complaint, and will make every effort to conclude that investigation in a reasonable amount of time.

If the University determines that an error has been made or improper deduction taken, the University will fully compensate and/or reimburse the employee and make a good faith commitment to avoid the error in the future.

Exempt Employees, Deductions, and Reporting Improper Deductions:

It is the University's policy to regularly pay its exempt salaried employees a predetermined amount constituting all or part of the exempt salaried employee's compensation. With limited exceptions, the amount paid to salaried employees is not subject to reduction either because an exempt salaried employee works fewer hours in some weeks than others, except where allowed by law. In certain instances, deductions may be made for personal leave when PTO, vacation leave, or sick leave is exhausted, jury or military leave, disciplinary suspensions for violations of the University's safety or workplace conduct rules, or in the first or last week of employment, if the employee works less than a full week. This predetermined amount will be paid to exempt salaried employees for any week in which he or she performs any work for the University.

If an affected salaried employee believes that an improper deduction has been taken from the predetermined amount, the following procedures should be followed:

The affected exempt salaried employee should notify his or her supervisor or the Human Resources/Payroll Department that an improper deduction has been taken.

Upon notification by the affected exempt salaried employee, the University will conduct a prompt and thorough investigation into the impropriety of the complained-of deductions and will make every effort to conclude that investigation in a reasonable amount of time.

Once it is determined by the University that any improper deductions have been taken, the University will make full reimbursement to the affected exempt salaried employee and will make a good faith commitment to comply in the future with the terms of this policy so that improper deductions will not be taken in the future.

The University will fully comply with all applicable state and federal laws that regulate the payment of wages and all other compensation to its employees. Accordingly, this policy is subject to revision as those laws may change.

RECORDING HOURS WORKED

Non-Exempt Employees:

Non-exempt employees must accurately record all worked time using the recordkeeping system in place for the employee's department. The time record must be completed each work day and submitted to the employee's supervisor at the end of each week for approval and verification of all hours reported. If an employee believes that a time card needs edits, the supervisor should be contacted. Time records cannot be adjusted without prior approval. Falsification of a time record is grounds for discipline, up to and including termination.

Information to Record:

The following information should be recorded:

Actual time worked

Uninterrupted meals breaks

Utilized vacation days, sick leave, personal days, FMLA leave, bereavement leave, military leave and jury duty

Exempt Employees:

Exempt employees are paid on a salaried basis and are required to work any hours necessary to perform the duties of their job. These employees do not receive overtime or additional pay for hours worked or travel time outside their regular schedule.

Exempt employees are not required to keep a time record except that they must accurately report the use of vacation days, sick leave, personal days, FMLA leave, bereavement leave, military leave, and jury duty. After this time has been approved by the exempt employee's supervisor, it must be reported by the employee to the Human Resources Department.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS