4.0

COMPENSATION POLICIES
4.1 COMPENSATION POLICIES - GENERAL

4.1.1 Supplemental Compensation Procedures - Faculty

The following procedures will be followed in appointing any Clarkson faculty member to a position that provides extra compensation (supplemental pay).

Prior to engaging a Clarkson faculty member to perform services for which supplemental pay is received from the University, each of the following approvals must be obtained on the supplemental appointment authorization form:

I. The request for payment can be recommended by a program or project director, department head, director of research, dean, vice president, provost, or the president.

II. Approvals must be obtained from the following:

A. The individual having budgetary responsibility for the account(s) to be charged;

B. The individual's supervisor (department chair, dean, or vice president).

C. Division of Research (if applicable) and

D. President if requested or if the total supplemental compensation to be paid exceeds the guidelines (see paragraph III below).

III. For any case in which the faculty member's total supplemental compensation exceeds, or seems likely to exceed one-third of the academic year salary, additional approval must be obtained from the president. This approval must be obtained prior to any agreement with, or commitment to, the faculty member in question.
4.2 COMPENSATION POLICIES - FACULTY

4.2.1 Salary Plan

Faculty contracts are traditionally written to cover an academic year. Salaries to faculty on continuing appointment are normally paid on a bi-weekly basis (26 periods) over the fiscal year (July 1 - June 30). Initial year appointees receive the first year's contracted salary in equal bi-weekly payments with the first payment on the payday following the first full pay period following the date of employment.

The first four payroll periods of each fiscal year constitute salary advances to continuing faculty. Should a resignation of a continuing faculty member be effective after July 1, all salary monies advanced between July 1 and the date of resignation, less an amount proportionate to the time honored per the faculty member's contract, must be refunded to the University. In addition, if the resignation occurs prior to the first day of the academic year, all fringe benefit payments made on the employee's behalf must be repaid to the University.

Payroll deductions from salaries as required by law will be deducted as directed by federal and state guidelines.

Voluntary payroll deductions may be requested by employees, in writing, with approval by the Payroll Office.

Revised April 1985, September 1991
Editorial Revision January 2004
Editorial Revision March 2007
4.2.2 Salary Continuance - Faculty

1. In case of absence from assigned and scheduled duties resulting from illness or other causes beyond the control of the faculty member, the University will continue salary payments for a period of one month. If the absence extends over a greater period, the president with reference to salary continuation will review the individual case. In such cases both the Human Resources and Payroll Departments should be notified.

2. In the event of a death of a faculty member, the University will pay a minimum of two months salary beyond death or the sum remaining from a full salary for the semester less costs of replacement, whichever is greater.
4.3 COMPENSATION POLICIES - ADMINISTRATIVE, SUPERVISORY, AND GENERAL STAFF

4.3.1 Wage and Salary Administration

It is the policy of Clarkson University to appropriate funds for wages and salaries under a formalized and equitable system of job evaluation and classification. The University has established rates of pay and pay ranges for positions that are evaluated by such job factors as: education or apprenticeship training required, previous experience necessary, level of responsibility assigned, supervisory responsibility and initiative required.

Consideration is given to the prevailing rates being paid in the community for similar types of work, and the University attempts to remain competitive in both salary rates and employee benefits with other colleges and universities in the area. The University must also live within its financial ability; therefore, salaries are always dependent on the availability of funds.

I. Job Classification

A. Formal job classifications and salary levels have been established to afford a systematic method of administering wages in an equitable manner.

B. Every evaluated job classification has an accepted job description that outlines the content of the job.

C. Job descriptions are written in general terms to encompass the duties and variations of individual assignments, and yet specific enough that the evaluations based on the content of the description are fair in relation to the duties of the individual assignment.

II. Salary Increases

A. The University, within its financial ability, will attempt to provide an annual increase based upon a performance review by the department head or supervisor concerned.

B. Performance reviews are made not less frequently than at one year intervals. Salary adjustments, which have been recommended and approved, will become effective with the pay period closest to the beginning of the fiscal year, July 1.
III. **Reclassification**

A. When a position has changed significantly enough because of reorganization of the department, reallocation of duties, or improved methods, a reclassification of the position to a higher or lower classification may be warranted.

B. In such cases, department heads should submit a request and revised job description to the dean or director or vice president of their division that a job analysis be made to determine whether the changes that have occurred warrant a request for reclassification of the position.

C. Upon receiving the request and revised job description, with approval of the dean, director, and vice president, the Human Resources Office will make a job analysis, assign proper level and recommend salary adjustment, if any.
4.3.2 Salary Plan - Administrative and Supervisory Staff

Administrative and supervisory staff are normally employed on a twelve-month basis and are paid on a bi-weekly basis (26 periods) over the fiscal year (July 1 - June 30).

Payroll deductions from salaries as required by law will be deducted as directed by federal and state guidelines.

Voluntary payroll deductions may be requested by employees, in writing, with approval by the Payroll Office.

During each fiscal year, the timing of pay dates will create a paid in advance situation for a certain number of days during that pay period.

Revised December 1986
Revised July 1989
Editorial Revision 2004
Editorial Revision March 2007
4.3.3 Pay Periods and Payroll Deductions - General Staff

It is necessary for the University to define its normal workweek (which is the calendar week starting 12:01 a.m. Sunday through 12:00 midnight the following Saturday) to establish pay periods, and make certain mandatory payroll deductions as required by law.

Pay Periods

Employees are paid on a bi-weekly accrued basis during the year. The normal payday is every other Friday.

Payroll deductions from salaries as required by law will be deducted as directed by federal and state guidelines.

Voluntary payroll deductions may be requested by employees, in writing, with approval by the Payroll Office.

July 1987
July 1996
Editorial Change January 2004
Editorial Revision March 2007
4.3.4 Overtime Policy for Non-Exempt Employees

Policy Purpose: The University’s policy regarding overtime follows the regulations of the Federal Fair Labor Standards Act and its Amendments of 1966 and revisions in December 1, 2016, concerning non-exempt employees.

Policy Summary: The Fair Labor Standards Act (FLSA) requires that non-exempt employees be paid premium overtime pay for all hours worked in excess of forty (40) hours per workweek. This policy describes procedures, which comply with the FLSA, for assigning, reporting, and paying overtime. This policy does not apply to employees covered by a collective bargaining agreement. (Refer to the applicable agreement for overtime procedures.) This policy does not apply to exempt employees.

Definition of Terms in Statement: Compressed Work Schedule is defined as an alternate work schedule completed in fewer than five (5) full workdays per week.

Department Head is defined as the highest ranking administrator in a department, center or college/school within the University (e.g., Senior Vice President, Vice President, Dean, Cabinet level Director, or Department Chair).
Clarkson University Business Hours is defined as the time of day during which business is transacted on behalf of the University. Clarkson’s Business Hours are 8:00 a.m. to 4:30 p.m.

Exempt Professional Staff Member is defined under the Fair Labor Standards Act (FLSA) as a Professional Staff Member holding a bona fide executive, administrative or professional position that is not subject to the overtime provisions of the Act. Exempt Professional Staff Members are considered salaried and time off must be reduced in whole day increments.

Fair Labor Standards Act (FLSA) A United States law which sets out various labor regulations regarding interstate commerce employment, including minimum wages, requirements for overtime pay and limitations on child labor.

Non-exempt Professional Staff Member is defined under the FLSA as a Professional Staff Member holding a position that is subject to the provisions of the Act.

Overtime is defined as all hours worked in excess of 40 in a seven-day workweek for Non-exempt Professional Staff Members. The Non-exempt Professional Staff Member must be paid at a rate of one and one-half times the regular rate of pay for all hours worked above 40.

Pay Period is defined as the bi-weekly period for which the work of a Non-exempt Professional Staff Member is compensated and the monthly period for which the work of an Exempt Professional Staff Member is compensated.

Workday is defined as the 24-hour period that commences at 12:00 a.m. and concludes at 11:59 p.m.

Workweek is defined from 12:01 a.m. Sunday to 12:00 a.m. Saturday

Policy Statement: University policies related to overtime compensation are established pursuant to the Fair Labor Standards Act (FLSA). For employees who are scheduled to work 37.5 hours per week, the University will pay straight time for hours worked above 37.5 hours and under 40 hours during the work week. The University will compensate a non-exempt employee for any time worked over 40 hours worked in a workweek one and one-half times the straight hourly rate.
Procedures: All non-exempt employees shall be paid one and one-half times their regular rate of pay for all hours worked in excess of the 40 hours per week if the office work load dictates extra hours and the overtime is authorized by their manager/supervisor. Overtime and minimum wage pay must be computed on the basis of each standalone workweek. Hours cannot be averaged over two workweeks.

Overtime at the rate of one and one-half times the straight time rate will be paid for all hours worked in excess of the 40 hours workweek. Also only time worked will be considered in computing overtime.

PROCEDURES

Approval of Overtime for Non-Exempt Staff

• Ideally, overtime should be assigned to the Non-exempt Staff Members by the immediate supervisor in advance of the time that they are scheduled to work.

• It is the responsibility of the immediate supervisor to ensure that work is not performed when it has not been assigned, including work that is performed away from the work site, in the Staff Member’s home, or on a voluntary basis. It is the responsibility of the employees to ensure that they have approval before performing the work.

• Overtime worked but not assigned in advance must nevertheless be paid in accordance with the FLSA. However, Non-exempt Staff Members who work overtime without prior authorization may be subject to the University’s Performance Improvement Process, up to and including termination of employment. Employees are responsible for accurately reporting their work time.

• The immediate supervisor has the right to require Non-exempt Staff Members to work a reasonable amount of overtime based on University needs. The immediate supervisor will attempt to provide affected Staff Members with as much advanced notice as possible, under the circumstances, and will assign overtime work as fairly and consistently as possible given the nature of the work to be performed and Staff Member’s capabilities.

• Department Head will audit departments overtime on a bi-annual bases to ensure fair and equitable oversight.

Payment of Overtime to Non-Exempt Staff

• Non-exempt Staff Members shall be paid overtime for actual hours worked in excess of forty (40) hours in a workweek during the pay period.

• Non-exempt Staff Members may not receive time off, otherwise referred
to as compensatory time, in lieu of payment for overtime.

- Paid Leave Time, (i.e. vacation leave, holidays, special personal days, bereavement, and sick days) will not be included for purposes of determining overtime.

- An unpaid meal period of at least one-half hour shall be provided during each Non-exempt Staff Member’s work shift of six (6) hours or more. A meal period is unpaid so long as the Staff Member is relieved of all duties and is free to leave his or her work area. The unpaid meal period will not be included in the calculation of Hours of Work for purposes of determining whether overtime has been worked.

- The immediate supervisor will review and approve time records at the conclusion of each pay period in accordance with the Clarkson University payroll schedule.

- Non-exempt Staff Members are responsible for accurately, honestly and timely recording hours worked on the University’s time reporting system and in accordance with departmental policies. A violation of this policy will subject the Staff Member to Clarkson University Performance Improvement Process, up to and including termination of employment.

- When a Non-exempt Staff Member works more than one non-exempt job for the University, the overtime pay calculation will be based on the combined hours worked. Overtime will be charged against the department where the Staff Member worked over and above 40 hours. A Non-exempt Staff Member’s attendance at meetings, workshops, training programs and similar activities will not be counted as Hours of Work under the FLSA if all of the following conditions are met:
  
  - Attendance is outside the Staff Member’s regular work hours;
  - Attendance is voluntary;
  - The meeting, workshop, training program or similar activity is not directly related to the Professional Staff Member’s job; and,
  - The Professional Staff Member does not perform any productive work during that time.

  - A Staff Member’s voluntary attendance in a course of formal educational instruction after regularly-scheduled work hours is not considered Hours of Work for purposes of calculating overtime.

- If a Non-exempt Staff Member travels on University-related business, the time spent in travel may be counted as Hours of Work for purposes of calculating overtime in accordance with the FLSA. The immediate supervisor should consult with an HR staff member to review these situations to ensure proper payment of overtime for travel in compliance.
with applicable federal, state and local laws.

For employees working a regular ten/twelve-hour workday, overtime will be paid in excess of the 40-hour workweek.

**Shift Premiums (Campus Safety)**

These premiums generally serve to compensate inconvenience and to efficiently staff undesirable shifts.

A shift premium will be accorded employees who are regularly assigned to the second and third shift as follows:
- Second Shift - $.40 per hour
- Third Shift - $.50 per hour

Members of the CSEA bargaining unit will be paid as directed using the current contract.

Revised December 1975
July 1989
July 1996
September 2001
Revised June 2004
Editorial Revision March 2007
Revised April 2010
Revised November 2016
4.3.5  Supplemental Compensation Procedures - Exempt Non-Faculty

**Policy Type:** University

**Contact Office:** Human Resources

**Oversight Executive:** Executive Director of Human Resources

**Applies To:** Exempt Staff

**Table of Contents:**
1. Purpose
2. Summary
3. Definitions
4. Statement
5. Procedure

**Policy Purpose:**

This policy provides University managers and supervisors with guidelines and procedures for Supplemental Pay for employees assigned to Professional and Administrative Staff Exempt positions.

**Policy Summary:**

The University may but is not required to supplement exempt employees' pay when they assume additional assignments under the following conditions:

1. Perform tasks at a higher level of accountability/complexity generally due to an absence or vacancy for a defined period of time or that is not part of a stretch or developmental assignment
2. Work outside their department performing duties which are different than their current job or
3. Serve as a temporary backfill for vacant positions within their department which is at a higher grade than their current positions in addition to their current job.

Supplemental pays are recommended by the employee's department head and must be approved by the Human Resources and the President before notifying the employee.

**Definition of Terms in Statement:**

**Supplemental Pay:** Payment in addition to regular earnings.
Policy Statement:

Supplemental Pay may be used to provide compensation for occasional services provided to the University by a Professional or Administrative exempt employee outside of the normal work effort. For supplemental pay to be considered the employee must perform work:

Outside the department:
- Outside the scope of the employee’s University job responsibilities,
- Not related to a service that would otherwise be provided by the employee’s department,
- Note: If the employee is working outside of their department and that work is performed during their normal work hours, the employee must use vacation and/or special personal time to cover their time away from the office (i.e. teaching or participating in a class/trip off campus). Volunteering to serve as an academic chaperone. Note: vacation must be taken to receive supplemental pay.

Within the department:
- Backfill for a vacancy and while continuing to perform their current job duties which requires work after normal business hours
- Volunteering to serve as an academic chaperone. Note: vacation must be taken to receive supplemental pay.

Procedures:

Criteria for Supplemental Pay:
- Duties must be related to University business
- Duties must not interfere with current responsibilities
- Duties should not be reasonably included in employee’s current job description or part of the work typically associated with their job
- Employee must use non-work time (i.e. vacation, special personal)
- Duties must not conflict with other Clarkson University responsibilities

All approvals on electronic Supplemental Appointment Authorization Forms must be completed at least ten (10) working days prior to the scheduled work being performed.

Signatures must be obtained from the following before the employee is notified of the supplemental pay:
- Immediate supervisor (dean, vice president, etc) of the individual to whom the supplemental pay is to be made.
- Executive Director of Human Resources
- Division of Research (if using external research accounts)
- President,
- President and CFO if the total supplemental compensation to be paid exceeds the guidelines (see below)
For any case in which the staff member’s supplemental pay exceeds 10% of annual base salary, Chief Financial Officer approval must be obtained from the President. This approval must be obtained prior to any agreement with or commitment to, the staff member in question.

*These approvals must be completed at least ten (10) working days prior to the work being performed.
4.3.6 Policy on Compensation for Travel Time -- Non-Exempt Employees

Policy Type: University

Contact Office: Human Resources

Oversight Executive: Chief Inclusion and Human Resources Officer

Table of Contents:
1. Purpose
2. Summary
3. Policy Statement
4. Definitions
5. Procedure

Policy Purpose:

Clarkson University recognizes travel time that constitutes work time must be compensated as such, according to the Fair Labor Standards Act (FLSA). Time that an employee spends traveling as part of their principal activity, such as travel time from job site to job site during the workday, must be counted as hours worked. When an employee is required to report at a meeting place to receive instructions, pick up tools, or to perform additional work, the travel time from the designated place to the workplace is part of the day’s work and must be counted as hours worked.

Policy Summary:

Employees in positions classified as non-exempt under the Fair Labor Standards Act (FLSA) are eligible for compensation for the traveling time. The compensation an employee receives depends on the mode of travel and whether the travel time takes place within normal work hours.

Definition of Terms in Statement: N/A

Policy Statement:

This policy recognizes that from time to time University employees may be required to travel outside of their normal commute in order to further the purpose and mission of the University. This policy defines non-exempt travel and when it is compensable.
4.3.6(2)

Procedures:

Non-exempt positions within the University may require travel time in the United States and abroad. The purpose of this policy is to state the compensate rules that apply to non-exempt employees when traveling on University business.

International travel for non-exempt employees needs to be approved through Human Resources prior to the trip being scheduled.

Employees in positions classified as non-exempt under the Fair Labor Standards Act (FLSA) are eligible for compensation for the time they spend traveling. The compensation an employee receives depends on the mode of travel and whether the travel time takes place within normal work hours.

The University recognizes that while traveling, unforeseen incidents may arise. CU will consider fair and reasonable compensation if the traveler is subjected to unforeseen delays that are beyond control of the traveler. Approval will be needed by the department head and Human Resources.

Normal Work Hours Defined

“Normal work hours,” for the purposes of this policy, are defined as 8:00 a.m. to 4:30 p.m. and applies to normal workdays (Monday through Friday) and to weekends (Saturday and Sunday).

Compensability of Travel Time for Non-Exempt Employees

Ordinary Commuting Time

- Ordinary travel between home and work prior to and subsequent to performance of an employee’s principal work activities is not counted as hours worked regardless of whether the employee reports to a fixed location or to a different job site each day. However, time spent traveling between home and work in an emergency or call-out situation is counted as hours worked if the employee is required to travel a substantial distance (for example, to a remote customer location) to perform the emergency or call-out work.

Travel Time Within Normal Work Hours

- Any portion of authorized travel time that takes place within normal work hours (defined as 8:00 a.m. to 4:30 p.m.) on any day of the week, including Saturday and Sunday, is treated as work hours. Travel time within normal work hours will be paid at the employee’s regular hourly rate and will be factored into overtime calculations.
When an employee travels between two or more time zones, the time zone associated with the point of departure should be used to determine whether the travel time falls within normal work hours.

Travel Time Outside Normal Work Hours

- Any portion of authorized travel time (with the exception of driving time) that takes place outside of normal work hours is considered to be outside travel hours.

When a non-exempt employee is required to travel as a passenger in an automobile, plane or any other mode of transportation outside of normal work hours, is considered non compensable.

When an employee travels between two or more time zones, the time zone associated with the point of departure should be used to determine whether the travel time falls outside of normal work hours.

Travel During a Work Day

- All travel time that occurs after the employee reports to his or her initial work location and prior to traveling home at the end of the work shift must be counted as hours worked.
  - Example #1: If an employee reports to his principal job site at 9:00 a.m., but spends time during the work day traveling from one job site to another before completing his/her duties at 5:00 p.m. and going directly home from the final job site, all of the time spent traveling from one job site to another between 9:00 a.m. and 5:00 p.m. is counted as hours worked. The time spent by the employee traveling home from the final job site at the end of the work day is not counted as hours worked because it is ordinary commuting time (see above).
  - Example #2: Suppose the employee in Example #1 completes his/her duties at the final job site at 5:00 p.m., but is then required to report back to the principal job site to drop off tools or equipment. The time spent by the employee traveling back to the principal job site is counted as hours worked.

Travel on a Special One-Day Assignment

- Time spent traveling on a special one-day assignment outside the city where the employee’s regular work activities are performed is counted as hours worked.
  - Example: Suppose an employee is regularly employed in Ogdensburg with hours from 9:00 a.m. to 5:00 p.m., but is asked to travel to Syracuse on a special one-day assignment that does not require an overnight stay. If the employee leaves Ogdensburg at 6:30 a.m. in order to arrive in Syracuse by
9:00 a.m., and returns home at 7:30 p.m. after completing the assignment in Syracuse at 5:00 p.m., the employee must be compensated from 6:30 a.m. to 7:30 p.m. for that day. The usual 30-minute meal period, however, may be excluded from the employee's hours worked, provided the employee took a 30-minute meal break.

- For this type of travel, it is irrelevant whether the employee drives himself or herself to the special assignment or whether the employee is a passenger in an airplane, train, boat, bus, or automobile. However, the time spent by the employee traveling from home to an airport, train station, bus station, etc., and then back home from the airport, train station, bus station, etc., is not counted as hours worked because that is considered to be ordinary commuting time.

Out-of-Town Travel Requiring an Overnight Stay

- All out-of-town travel that keeps an employee away from home overnight is counted as hours worked during the hours that correspond to the employee’s regular work day, whether or not the travel actually occurs on a regular work day.
  - Example: For example, if an employee regularly works from 7:00 a.m. to 3:00 p.m. on Monday through Friday, out-of-town travel (which results in an overnight stay) between those hours is compensable, even if the travel occurs on a Saturday or Sunday.
  - If the out-of-town travel requiring an overnight stay occurs outside an employee’s regular work hours, the compensability of the travel time depends on the nature of the travel.
  - If the employee drives himself to the destination, the travel time is compensable even if it occurs outside the employee’s regular work hours.
  - If the employee is merely a passenger on an airplane, train, boat, bus, or automobile, the travel time is not compensable, unless the employee actually performs work while traveling.
  - If the employee is offered public transportation, but requests permission to drive instead, the Employer may count as hours worked either the time spent driving the car or the time that would have been compensable had the employee accepted the public transportation (i.e., the hours corresponding to the employee’s regular work day).
  - If two employees are required to travel out of town on an assignment requiring an overnight stay, and the employees drive together outside of their regular working hours, the employee who actually drives must be compensated for the travel time while the employee who sits as a passenger in the vehicle is not required to be compensated for the travel time. If the employees agree to share the driving time equally, each employee must be compensated for half the travel time.
Travel Time as the Driver of an Automobile

All authorized travel time spent driving an automobile (as the driver, not as a passenger) is treated as work hours, regardless of whether the travel takes place within normal work hours or outside normal work hours. An employee will receive his or her regular hourly rate for all travel time spent as the driver of an automobile, and this time will be factored into overtime calculations.

Travel as a passenger in an automobile is not automatically treated as work hours. Travel as a passenger in an automobile is treated the same as all other forms of travel, and compensation depends on whether the travel time takes place within normal work hours.

If an employee drives a car as a matter of personal preference when an authorized flight or other travel mode is available, and the travel time by car would exceed that of the authorized mode, only the estimated travel time associated with the authorized mode will be eligible for compensation.

Non Compensable:

- Regular Meal Periods.
- Riding as a passenger outside of normal work hours, via plane, train, boat, bus or automobile does not count as hours worked. The act of riding as a passenger is not considered work.
- Time spent sleeping does not count as time worked.
- Time spent waiting at the airport outside of normal work hours does not count as hours worked.
- Travel time between home and work or between hotel and worksite is considered normal commuting time and does not count as work time.

Calculating and Reporting Travel Time

Employees are responsible for accurately tracking, calculating and reporting travel time on their timesheets in accordance with this policy. Meal periods should be deducted from all travel time.

If an employee requests a specific travel itinerary or mode that is different from the one authorized, only the estimated travel time associated with the authorized schedule, route and mode of transportation should be reported on the timesheet.

Travel time should be calculated by rounding up to the nearest quarter hour.

Approved November 2016