

PURPOSE: TO PROVIDE INFORMATION TO BRENAU EMPLOYEES CONCERNING PAY POLICIES AND SCHEDULES.

A. WORK WEEK

The Brenau workweek runs from Tuesday through Monday. The normal daily work schedule for employees consists of an eight and a half-hour day with one hour for lunch. The normal weekly schedule consists of a 37 ½-hour week, with pay based on a 40-hour week.

B. PAY SCALES

Salaries at Brenau are determined on the basis of education, experience, prevailing market conditions, and internal equity.

C. PAY INCREASES

Salary increases at Brenau are based upon merit, years of service and institutional goals. They will be made only with the approval of the President and/or the Executive Vice President/CFO in accordance with established regulations and following consultation with the appropriate supervisor and vice president.

D. PAY DAY

1. Payday for faculty and certain designated salaried employees' falls on the 15th day of each month. If the 15th day of the month falls on the weekend or a holiday, the preceding Friday or last working day before the holiday will be payday.
2. Payday for other salaried and all hourly employees is every Friday. If Friday falls on a holiday, the preceding day will be payday.
3. All employees (with the exception of Adjunct professors) are required to set up direct deposit for payroll purposes. An advice form is forwarded to each employee via the campus mailbox or home address after each payroll. It is suggested that each employee retain their payroll advice forms for at least one year.

E. OVERTIME PAY

In general, overtime is not permitted. In special circumstances where extra hours are required to cover a short-term exception such as staff absence or a busy period, overtime pay may be granted at the discretion of the executive vice president.

1. Business demands occasionally may require some employees to work overtime, which means more than 40 hours in a week.
2. Supervisors will try to inform employees well in advance of any overtime requirement. Employees who are entitled to overtime pay may not work more than their scheduled 40 hours weekly without specific authorization from the Executive Vice President/CFO. In assigning overtime, supervisors will seek to distribute extra hours equitably among employees who have the required skills and abilities to perform the necessary work.

F. COMPENSATORY TIME OFF

Refer to FSG 3-03 M Leave and Holidays.

G. WEEKLY TIME SHEETS

Employees who may be entitled to overtime pay for work in excess of 40 hours weekly must record their daily work hours on time sheets supplied by their supervisor. Hourly, or non-exempt employees must submit their timesheets to the Payroll Office no later than 10:00 a.m. each Tuesday morning. The timesheet must be signed by the employee and immediate supervisor.

H. FALSIFICATION OF TIME RECORDED

Falsification of one's own or another worker's time record will result in severe penalties, which may include termination.

I. ACCURACY OF PAYROLL ADVICE FORMS

It is the responsibility of the employee to review their payroll advice forms each pay period in order to ensure the proper deductions are being taken for appropriate benefit plans and/or other authorized payroll deductions. If any errors or omissions are detected, the employee should report such errors to the HR Office immediately. If it is determined that an error has resulted in an employee being under deducted, a payment plan will be arranged through the HR Office to rectify the situation. It is suggested that each employee retain their payroll advice forms for at least one year.

J. TELECOMMUTING/WORKING FROM HOME

Due to the potential for distractions at home and reduced exposure and interaction with coworkers, external constituents, and students, Brenau, as a general rule does not allow employees to work from home. Need for such an accommodation is determined on a case by case basis by the executive administration of the University. However, no such arrangement is promised or guaranteed, and no particular duration of telecommuting or working from home is guaranteed. If a need exists in the opinion of the University and a plan is approved for a particular employee or department, it will last as long as appropriate for and acceptable to the university. Supervisors are urged to carefully review both advantages and disadvantages before requesting such agreements. Requests should be directed to the Director of Human Resources. The acceptance and implementation of each plan is at the sole discretion of the President and Executive Vice President of the University.