

CLOUD COUNTY COMMUNITY COLLEGE

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Topic: Wages and Salaries - Procedures

Policy Number: SS3

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Hourly wages and monthly salaries for support staff personnel shall be approved by the President, or a delegate thereof, and will be paid on the 15<sup>th</sup> day of each month or the closest College working day thereto.

Payroll. All full-time and regular part-time employees are required to receive their payroll via Direct Deposit or a Payroll Card. If employees choose not to participate in Direct Deposit, employees will be issued a Payroll Card. The College will direct deposit funds onto the Payroll Card. One free withdrawal per pay period at the issuing bank will be allowed. All other transactions from the Payroll Card will be subject to fees and charges as determined by the issuing bank.

Non-exempt employees shall record all hours worked on a daily basis utilizing the approved time card. Accrued paid leave shall also be recorded on the time card as though those hours were actually worked. Unpaid leave shall be recorded on the time card by the designation "unpaid leave". All partial hours worked shall be recorded in increments of 15 minutes (1/4 of an hour).

Non-exempt employees will not work overtime hours without the explicit approval of his/her immediate supervisor.

If a non-exempt employee is approved to work over 40 hours in a defined workweek, that employee will be paid 1.5 times his/her regular hourly rate for all overtime hours. **In calculating the number of hours worked in any given workweek for overtime purposes, all leaves, paid and unpaid, are excluded from the calculation.** All other hours recorded (work hours and leave hours), in a defined workweek, will be paid at his/her regular rate of pay.

However, a non-exempt employee approved to work over 40 hours in a defined workweek may take compensatory time off in lieu of overtime pay, provided that a written agreement to that effect is executed between the employee and his/her supervisor and a copy of the agreement is filed with the Office of Human Resources. Compensatory time off will be at the rate of 1.5 times the overtime hours actually worked and may be accrued to a total of 140 hours effective on July 1, 2015, and 80 hours effective on July 1, 2016. After that limit has been reached, all overtime work will be paid at the rate of 1.5 times the employee's regular hourly rate. The employee may take compensatory time off after consultation with his/her supervisor. Compensatory time off in lieu of overtime pay can only be used to meet, but not exceed, 40 hours in a defined workweek.

If the employment of a non-exempt employee is terminated, either voluntarily or involuntarily, that employee will be paid for all unused compensatory time at the regular hourly rate of the employee at the time of termination.