

**3341-5-29 Pay Transaction Policy for Classified Staff.**

Applicability	All University units
Responsible Unit	Office of Human Resources
Policy Administrator	Chief Human Resources Officer

**(A) Policy Statement and Purpose**

The purpose of this policy is to clarify pay transactions. These clarifications are in keeping with university policy and are supported by Federal and State laws.

**(B) Policy**

(1) Lateral Move within Classification/Pay Grade. There is no change in total rate of pay.

(2) Reclassification.

The employee will be placed at the end of probation rate for the new pay grade or a six percent increase, whichever is greater.

(3) Promotion.

The employee will be placed at the starting rate of the new pay grade or a four percent increase, whichever is greater. At the end of the probationary period, the employee will advance to the end of probation rate or a four percent increase, whichever is greater. In the event the probationary period is not satisfactorily completed, the employee will be returned to the former classification and rate of pay and to the same or similar position.

(4) Overtime.

At certain times, it may be necessary for your department to work more than forty hours per week. If this occurs and your supervisor asks you to work overtime, you are expected to comply with this request, unless prohibited by some bona fide emergency. Overtime will be distributed as evenly as possible among eligible employees in the department.

All classified staff members are entitled to overtime pay for authorized overtime resulting in more than forty hours of active pay status in a work week. Active pay status includes work time, sick leave, personal leave, vacation and compensatory time used. Overtime may be either one-and-one-half times the total rate of pay, or compensatory time at one-and-one-half times the overtime hours worked. Compensatory time must be used at a time mutually agreeable between the employee and supervisor. The choice of taking overtime pay or compensatory time off is the employee's alone and cannot be altered by the immediate supervisor.

A maximum accrual of four hundred eighty hours of compensatory time is permitted for university law enforcement officers and two hundred forty hours for all other employees. When the maximum number of hours of compensatory time accrual is reached, payment for overtime will be made.

(5) Scheduled Call-In Pay.

If you are scheduled (prearranged between supervisor and employee) to return to work outside your normal work schedule, the university will pay you for all hours worked but in no event will you be paid less than two hours at your total rate of pay.

(6) Emergency Call-Back Pay.

After regularly scheduled hours of work have ended and without prearrangement, if the employee is called-back to work, callback pay is guaranteed. An employee entitled to call-back pay is entitled to a minimum of four times the employee's total rate of pay regardless of the number of hours worked. When the point is reached where the actual hours worked (more than two hours, forty minutes) provide compensation exceeding the assured minimum, regular overtime provisions will apply.

(7) Holiday Pay.

If you are required to work on a holiday, in addition to holiday pay, you will be paid for your time worked at one-and-one-half times your total hourly rate of pay; or you may elect compensatory time off at one-and-one-half times the number of hours worked in lieu of receiving compensation for time worked on the holiday.

(8) Professional Achievement Pay.

If your job requires a specific license or certification required by law and the requirement is not contained in the classification specification, you may be eligible for an increase in hourly rate that is five percent of the starting rate for as long as the licensing or certification is needed and maintained.

(9) Hazardous Duty Pay.

If your job requires you to be exposed to hazardous conditions not contained or specifically intoned in the classification specification, you may be eligible to be paid an additional five percent, seven and a half percent, or ten percent of the starting rate of pay for the duration of time that the hazardous duty is performed. The percentage to be paid is based on the degree of hazard. An example of a hazardous condition not contained in a classification specification is asbestos removal.

(10) Temporary Reassignment.

If you are temporarily assigned to a classification that has a higher pay grade than the one to which you are presently assigned, you will receive a five percent increase to your total hourly rate of pay for the duration of the temporary reassignment. Temporary reassignments must exceed a minimum of two weeks (fourteen calendar days) and not exceed ten weeks in duration. If the temporary reassignment is the result of an employee on a leave of absence, and where the employee is scheduled to return, the Assistant Vice President may waive the ten-week maximum period, Human Resources as appointing authority.

(11) Demotion.

If an employee voluntarily bids and accepts a position that has a lower pay grade, the individual will be assigned to a rate of pay in the lower classification that provides the same percentage differential between the end of probation rates for the two classifications. If the difference in the end of probationary rates between a Secretary one (Pay Grade six) and a Clerical Specialist (Pay Grade five) is four point seven percent, the individual's hourly rate will be reduced by this percentage and will be no lower than the end of probation rate.

(12) Layoff.

If an employee displaces to a classification that has a lower pay grade, the individual will be assigned to a rate of pay in the lower classification that provides the same percentage differential between the end of probation rates for the two affected classifications. If a Cook one (Pay Grade three) displaces to a Food Service Worker (Pay Grade one) and the difference between end of probationary rates is eight point three percent, the affected individual's hourly rate will be reduced by this percentage and will be no lower than the end of probation rate.

Registered Date: March 17, 2015

Amended Date: December 4, 2017