A 4. WAGE AND SALARY

The wage and salary program of East Central University is administered by the Employment Services Office and provides for salaries comparable to those paid for similar positions in the surrounding area, based on the University's ability to pay. The program also provides recognition for differences in individual ability and performance.

The Employment Services Office shall, upon need or request, conduct classification reviews on studies of any position or classification, and may revise the classification plan or any individual position classification according to findings.

A 4.1 EXEMPT AND NON-EXEMPT CLASSIFICATIONS

The Employment Services Office shall determine and specify those classifications which shall be exempt, subject to the provisions of the Fair Labor Standards Act. All classifications not specifically determined to be exempt shall be considered non-exempt classifications.

A 4.1.1 Exempt Classification

Exempt classifications are those classifications which shall neither be entitled to the earning of, accrual of, or credit for overtime. The department supervisor has the discretionary authority to arrange the work schedule of an exempt employee.

A 4.1.2 Non-exempt Classification

Non-exempt classifications are those classifications which shall be eligible for earning of, and credit for, appropriately authorized overtime. These employees must maintain a time record reflecting actual hours worked.

A 4.2 SALARY INCREASES

The salaries of all employees are reviewed annually. During the month of October of each year, pending approval, the employment verification is issued with approved salary.

Any adjustments are based on work performance, promotion, demotion, labor market conditions, legislative actions, and budget constraints.

A 4.3 PERFORMANCE APPRAISAL PROCESS

Supervisors are responsible for monitoring their employee's performance on a continuous basis. Supervisors must meet with their employees not less than monthly so that employees are both praised and counseled in a timely manner. Any written evaluation regarding insufficient or ineffective performance must be provided to Employment Services for inclusion in the employee's personnel file.

A 4.4 PAY DAY

All salaried employees shall normally be paid the last staff working day of the month. Any questions concerning payroll dates should be directed to the Employment Services Office.

A 4.5 HOLIDAY PAY

To be eligible for University-approved holiday pay, an employee must be a regular full-time (75% or more) employee and, if regularly scheduled to work on a holiday, the employee must be in paid status on both the day before and the day after the holiday. Some exceptions exist including police, custodial, Wellness Center, etc.

If a designated holiday falls within a vacation period, it shall not be charged against vacation time. Any regular full-time employee required to work on a holiday will be entitled to a substitute holiday off to be scheduled by the supervisor. If an employee is scheduled to work on a University-approved holiday and becomes ill, the employee will receive sick pay for that day.

A 4.6 GARNISHMENTS

Each employee is expected to take care of his/her financial obligations independent of the University.

The University will accept court-ordered wage assignments, garnishments, and tax levies and will process them in the legally prescribed manner.