

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.**

January 1976
Editorial Revision September 1977
July 1987
Revised July 1989; September 1993
Editorial Revised 1998
Editorial Revision March 2007

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
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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.

August 1962
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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.

July 1987
Revised July 1989
Editorial Revision January 2004

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.

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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.

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4.3.4 Overtime - General Staff

The University policy regarding overtime conforms to the regulations of the Federal Fair Labor Standards Act and its Amendments of 1966 concerning non-exempt employees, and is outlined briefly below for the guidance of department heads and administrators.

I. Overtime

- A. Secretarial and clerical employees shall be paid one and one-half times their regular rate of pay for all hours worked in excess of the normal workweek of thirty-seven and a half hours if the office work load dictates extra hours and the overtime is authorized by their office administrator. This policy is more liberal than the regulation of the Fair Standards Act in that it provides for overtime pay for work in excess of thirty-seven and a half hours instead of the stipulated forty hours. Overtime and minimum wage pay must be computed on the basis of each workweek standing alone. Hours cannot be averaged more than 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 seven and one-half hours in a day. Also, for the purpose of computing overtime, paid holidays shall be considered time worked.

- B. Technicians and campus safety employees must be paid one and one-half times their regular rate of pay for all hours worked in excess of the normal workweek of forty hours. The department head must authorize overtime or extra hours of work.

Overtime at the rate of one and one-half times the straight time rate will be paid for all hours worked in excess of eight hours in a day. Also, for the purpose of computing overtime, paid holidays shall be considered time worked.

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

II. 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

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July 1989
July 1996
September 2001
Revised June 2004
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4.3.5 Supplemental Compensation Procedures –Exempt Non-Faculty

The following procedures will be followed in engaging any **exempt non-faculty employee** to a position that provides extra compensation.

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

I. 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 job description
 Employee must use non-work time (i.e. vacation, special personal)
 Duties must not conflict with other Clarkson University responsibilities
 All approvals on 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:

- a. Immediate supervisor (dean, vice president, etc) of the individual to whom the supplemental pay is to be made.
- b. Director of Human Resources
- c. Chief Financial Officer (and Division of Research if using external research accounts)
- d. President, if the total supplemental compensation to be paid exceeds the guidelines (see paragraph II below)

- II. For any case in which the staff member's supplemental pay exceeds 10% of annual base salary or supplemental request is 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.***

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