




# National University of Health Sciences General Policies

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President 	Date	<b>02/23/25</b>		

## **POLICY STATEMENT**

The payroll administration policy defines the practices of the National University of Health Sciences (NUHS) regarding overtime pay per the Overtime Provision of the Fair Labor Standards Act, holiday pay, pay periods, deductions, garnishments and direct deposit.

### Excused Leave of Absence:

Employees taking an approved excused leave of absence must exhaust all paid time off before unpaid leave will begin. Employees will therefore be required to use vacation time and sick time when applicable, to cover an approved excused leave of absence.

### Overtime Pay:

All administrative and professional employees who are "exempt" employees are excluded from the Overtime Provisions of the Fair Labor Standards Act. All non-exempt employees will be paid time and one-half for all hours worked in excess of 40 hours per week. Any questions regarding overtime status should be referred to an immediate manager or the Office of Human Resources. (See NUHS Classification of Employees Policy for further details)

Any employee of National University of Health Services (NUHS) may be required to work overtime. Overtime will be paid for non-exempt employees. Any overtime scheduled must be at the manager's request and must have prior managerial approval. Non-exempt employees are not to work overtime unless requested to do so by their manager.

Overtime is defined as one and one-half times regular rate of pay for all hours actually worked.

Occasionally employees may be asked to alter their workweek by working more hours one day and then arriving at work later or leaving earlier on another day within the same workweek. The time off must be taken within the same workweek.

### Mandatory Overtime

Mandatory Overtime will be applied to an individual's paycheck if circumstances arise requiring personnel to work outside of their designated hours due to; emergency, weather event and/or required absence coverage. This only applies to work responsibilities that would/could affect campus function/safety/health. The budget center manager is

responsible for approving/justifying any overtime. Mandatory overtime will be noted on the employee timesheet clearly as such and initialed for approval.

For example, maintenance workers who come in during a storm to deal with emergency repairs, snow removal, etc. will be compensated at overtime rates, even if they have taken a sick day or vacation day in a 40-hour work week.

#### Full-time Employee Holiday Pay:

- Non-exempt, full-time employees will be compensated for holiday pay at two and one-half times their regular rate of pay if working on the holiday.
- If a holiday falls on a day of the week when a non-exempt, full-time employee is normally not scheduled to work, he/she will be paid straight time for the holiday.
- If a non-exempt, full-time employee works on a holiday that falls on a weekend but is recognized on a weekday, straight time will be paid for the weekend hours worked.
- Temporary employees are not eligible for Holiday Pay.

#### Part-time Employee Holiday Pay:

Non-exempt part-time employees who work a minimum of 20 hours per seven-day workweek are eligible for holiday pay on a prorated basis. For example, over a five-day workweek as approved on the Personnel Action Notice, an employee working 25 hours per five-day workweek would be eligible for holiday pay for five hours (25 divided by 5).

- Non-exempt, part-time employees scheduled to work less than 20 hours during the seven-day workweek in which a holiday falls are not eligible for holiday pay.
- If a holiday falls on a day of the week when a non-exempt, part-time employee is normally not scheduled to work, he/she will not be paid for the holiday.
- If working on the holiday: non-exempt, part-time employees who work a minimum of 20 hours per week, will be compensated for holiday pay at time and one-half times regular rate of pay for hours worked, plus eligible holiday pay.

#### Bonus Days, Early Dismissal Pay, and Closures:

- Bonus days are days off that may be awarded around the winter and New Year's holiday. Bonus days are offered at the discretion of the President and are traditionally offered during the winter trimester break when minimal business is being conducted. Should a department have to work on a bonus day, employees will be paid bonus time at the regular rate, plus any hours worked. Some departments, due to the nature of their business, may not be afforded the opportunity to be off on bonus days.
- Part-time Employees scheduled to work less than 20 hours during the seven-day workweek in which a bonus falls are not eligible for bonus day pay.
- The President may choose to close the University early (e.g. noon on the Wednesday before Thanksgiving) or close due to inclement weather. Should an employee have an approved paid time off (i.e. vacation, sick, or birthday holiday) the employee would exhaust a full vacation/sick day.

Pay Periods:

Non-exempt employees are paid on a biweekly (every other Friday) basis and must submit time cards detailing time worked and/or time off by the deadlines established by the payroll office in order to be paid.

Exempt employees are paid on a biweekly (every other Friday) basis. Exempt employees must submit an absence report form detailing time off and return it to the payroll office in order for that time to be recorded appropriately.

Deductions:

There are two types of deductions: those required by law and those authorized by the employee.

The law requires that regular amounts be deducted from an employee's pay and applied toward payment of the employer's federal, state, and city income taxes (if applicable), and the contribution to Social Security, Survivor and Disability Insurance and Medicare. Premium deductions for life, health, dental, accident, retirement, and disability insurance are made prior to the month of coverage. Deductions for medical insurance and retirement are made on a pre-tax basis. NUHS makes payments to various government programs on behalf of employees, such as social security and payroll taxes.

Garnishments:

By law, NUHS is required to honor legal garnishments of employees' wages or salaries. The payroll office will advise the employee of a garnishment received by NUHS and adhere to directives set forth in the garnishment.

Direct Deposit:

NUHS offers an automatic deposit option for employees interested in having their earnings electronically transferred to a specified bank account, rather than receiving a paycheck. Please visit the payroll department for further information and relevant forms.