

COMPENSATION FOR STAFF AND ADMINISTRATORS

POLICY STATEMENT

This policy is intended to outline Chapman's compensation practices for Staff and Administrators.

REASON FOR THE POLICY

This policy outlines compensation practices for payment of earnings, addresses administrative load and associated compensation, the relationship of grants to salaries, pay for special circumstances such as overtime, travel pay, severance, and payment of final wages, and codifies hours of work. Numerous local, state and federal regulations govern payment of wages or salary earned. This policy incorporates the University's implementation of those regulations .

POLICY

Salary/Wages

Initial salaries for new hires are determined at the discretion of the University based upon factors such as experience, position duties, and responsibilities, applicants skills and qualifications, labor market conditions, and institutional resources. Salaries for existing employees are reviewed by the University at least annually. Adjustments are made at the discretion of the University based upon a variety of factors including, but not limited to, quality of performance, position, duties and responsibilities, experience, qualifications, longevity, labor market conditions, and institutional resources. Adjustments in salary must be approved by the President, Executive Vice President or designee.

Payroll Distribution

Wages or salary earned by staff employees are paid by the University on a biweekly schedule. Administrative employees are paid on the 26th of each month over a twelve-month period, unless specified otherwise in writing by the appropriate Vice President.

Payments of wages or salary earned are subject to withholding requirements of local, state and federal governments and withholding deductions authorized by employees for programs for which the University has authorized a payroll deduction plan.

Administrative Load and Compensation

The purpose of the section is to establish policy regarding conditions governing overload compensation for full-time administrators.

A person who is designated as a full-time or three-quarter time University "administrator" is presumed to be engaged in a variety of administrative roles which, taken together, constitute

full-time service to the University and as such represent the basis for the administrators salary.

In recognition of the importance of teaching and scholarly inquiry, the University encourages administrators who are academically qualified to teach periodically as a part of their regular administrative load. Since full-time administrative service to the University involves the performance of a variety of professionally related tasks, it is understood that the execution of these duties, including but not limited to such additional teaching as may be appropriate, shall not qualify for additional salary, overload or other compensation if the duties of an academic value are performed during regular working hours and days. Should such duties be in evenings or on weekends, outside of normal working hours, a term academic contract may be offered by the Provost Office for extra compensation. Qualified administrators or staff shall not hold faculty status but qualify only for per course titles delineated in the Faculty Handbook. Such additional services must be mutually agreed to and specifically approved in advance by:

- The Dean of the Faculty or his/her designee for all campus administrators with faculty rank.
- The Executive Vice President/Chief Operating Officer or designee for all campus administrators without faculty rank.

It is further understood that any services involving compensation, including teaching undertaken by a full-time Chapman administrator or staff for another University or university, must be approved in advance by the appropriate Vice President and the Vice President of Human Resources. Approval for such services will be considered when it can be demonstrated that such additional services will not adversely affect the administrator's performance at Chapman, the quality of their part-time teaching elsewhere, and not be a conflict of interest in respect to Chapman University.

No employee may perform two jobs for the University (i.e., administrator without faculty rank, teaching part-time) without the written consent of their supervisor. The consent can appear in the form of the supervisor's signature on the E.R.C.R which outlines the scope of the additional duties.

Overtime Wages

Employees shall be paid for their hours worked in accordance with all legal requirements to do so.

Employees who qualify as administrative, executive, or professional employees under the state and federal wage and hour laws are exempt from overtime and are not subject to this policy.

All overtime work by non-exempt employees must be approved in advance, whenever advance notice is possible, by the employee's supervisor. Unapproved overtime is against University policy. The University will pay for such unauthorized overtime, as required by law. Employees are subject to disciplinary action, up to and including termination of employment, for working unauthorized overtime hours.

Non-exempt employees shall record all time worked, and all scheduled working hours during which no work was performed, on their time sheet. Overtime is calculated on the number of

hours actually worked in a day or week. Paid hours not worked (i.e., sick vacation, holiday hours) are not counted as hours worked in the calculation of overtime wages.

Compensatory time off ("comp time") is the practice of granting non-exempt (Staff) employees time off in a manner which serves to offset the payment of overtime wages. Compensatory time off ("comp time") in lieu of overtime payment is not permitted for non-exempt employees under any circumstances.

No non-exempt employee may not be permitted to work unless time worked is compensated in accordance with Industrial Wage Order No. 5-2001 for the State of California, which states:

" . . . employees shall not be employed more forty hours in any workweek unless the employee receives one and one-half times such employee's regular rate of pay for all hours over forty in the workweek. Employment beyond more than six days in any workweek is permissible provided that the employee is compensated at not less than:

One and one-half times the employee's regular rate of pay for all hours worked in excess of forty hours per workweek.

Use of compensatory time off is prohibited at Chapman. Under no circumstances may any non-exempt (Staff) employee be required to take time off in lieu of overtime pay. Overtime will be paid in accordance with the provisions of this policy. Further, Staff employees are required to record all hours worked, including overtime, exactly as worked, on their timesheets.

Severance Pay

The purpose of this section is to establish the maximum amount of severance pay which may be awarded, at the sole discretion of the University, in the event of a termination of employment.

Schedule

<u>Length of Service</u>	<u>Severance Pay</u>
Under 1 year	0 weeks
1 to 3 years	2 weeks
2 to 5 years	3 weeks
5 to 7 years	5 weeks
7 to 9 years	7 weeks
9 to 11 years	9 weeks
11 to 14 years	11 weeks
14 to 17 years	14 weeks
17 to 20 years	17 weeks
20 to 23 years	20 weeks
23 to 26 years	23 weeks
over 26 years	26 weeks

In determining the amount of severance pay, only full years of service shall be considered; partial years shall not be considered.

Severance pay shall be computed based on the employee's pay rate at the time of termination.

All employees who receive severance pay may be required to sign a severance agreement and release satisfactory to the University.

Severance pay may not be adjusted for participation in a 403 (b) or 401(a) plan, nor will the University make such contributions on behalf of an employee receiving severance pay.

The President of the University may consider special circumstances which warrant severance pay in excess of that in the above schedule. However, any such exception of the policy shall be in writing, and the special circumstances shall be indicated.

Pay in Lieu of Notice

The purpose of this section is to define the circumstances under which the University may or may not provide pay in lieu of notice.

If an Administrator is terminated with thirty days' advance notice, no other pay is generally provided. In the event an Administrator is terminated without thirty days' advance notice, that Administrator will receive thirty days' pay from the date of notice, unless the termination is the result of gross negligence or misconduct. Pay in lieu of notice may not be comprised of accrued vacation.

Staff employees are not given pay in lieu of notice as a matter of policy. Such pay may be awarded at the sole discretion of the University, with consideration given to the employee's performance and reason for termination.

Any wages provided in lieu of notice will be provided with the employee's terminal paycheck on the day termination occurs.

Final Payroll Check

The purpose of this section is to state when final wages are due to employees who resign or are terminated, in the absence or presence of advance notice.

If an employee resigns, and provides advance notice of more than 72 hours, all wages should be paid to that employee on the last day employed.

If an employee resigns, but provides less than 72 hours' advance notice, all wages should be paid to that employee within 72 hours of resignation. Such an employee who requests final payment by mail and designates a mailing address shall receive final payment by mail. Such final payment shall be mailed within 72 hours of the notice of resignation.

All fully accrued, unused vacation will be paid out upon termination of employment.

Termination checks for Staff and Administrative employees on the Orange Campus are available in the Department of Human Resources on the last day of employment.

It is the responsibility of each Director, Manager, Supervisor, or Vice President to supply Human Resources with sufficient notice of pending termination to facilitate processing a final check in a timely manner.

Relationship of Grants to Salaries

The purpose of this section is to establish policy regarding the relationship of grants to salaries of administrators and staff.

In the case of an administrator on a 12-month contract, if a grant is awarded that involves supervision of the grant by a University administrator there will be no additional compensation to the administrator. The grant will be used to pay a portion or all of the administrator's salary. Adjustments in the administrator's workload may be necessary in order to carry out the grant supervision.

Hours of Work/Workweek

The purpose of this section is to establish the hours which make up the workweek, for the purpose of computing overtime, and to provide guidelines regarding scheduled hours of work.

The standard workweek at Chapman University begins at 12:01 a.m. Monday and ends at 12:00 midnight the following Sunday. The standard workday begins at 12:01 a.m. and it ends at midnight on the same day. Each workday and workweek stands alone for overtime calculation. Averaging hours over two or more workdays or workweeks is not permitted. Payment of wages and calculation of overtime is based upon this workweek. Work schedules are established within this framework.

Each employee's immediate supervisor will advise the employee regarding his/her specific working hours. Various factors, such as workloads, operational efficiency, and staffing needs, may require variations in an employee's starting and quitting time and total hours worked each week. Chapman University reserves the right to revise work schedules as needed to accommodate these factors. Employees are expected to work scheduled hours, and be punctual and consistent in attendance, as a condition of employment.

Travel Pay for Staff Employees

Travel time to and from work does not constitute hours worked. Travel which occurs during the workday as part of the employee's job must be counted as hours worked if it relates to the employee's job. Travel that occurs in addition to regular hours is considered hours worked if it is performed pursuant to supervisor's instructions.

All travel time for Staff employees sent out of town is counted as hours worked if that travel is job related. Because the employee would normally be required to report to work at the normal work place, any time spent traveling between the employee's home and the terminal of a common

carrier (airport, depot, etc.) can be deducted. During travel periods, all hours spent engaged in Chapman business are compensable as hours worked. Time spent for sleeping, meal, social functions, entertainment, and other non-business-related activities, are not compensable.

Temporary University Closure

The Board of Trustees or the President of the University, or persons acting under their authority, may close the University due to circumstances beyond the University's control which impair its ability to continue normal operations. Such circumstances may include, but are not limited to, inclement weather, natural disaster, labor disputes, national emergencies, or other forces or circumstances beyond the University's control. During such periods of closure, the employee shall be considered to be on unpaid leave of absence unless requested by a Vice President to perform duties on behalf of the University.

Announcement of the closure of the University shall be disseminated by means of local radio stations. During such occurrences, the employees are requested to monitor the sections for information. Employees who report to work during periods of closure shall not be compensated for "show-up" time or for the performance of any compensable activities, unless requested to do so by a Vice President.

OFFICE RESPONSIBLE FOR POLICY

Human Resources

Contact information for questions about this policy:
Abbie Kane, akane@chapman.edu, (714) 516-5436

WEBSITE ADDRESS FOR THIS POLICY

https://www.chapman.edu/faculty-staff/human-resources/_files/policies/staff-compensation-policy.pdf

APPROVAL AND PUBLICATION DATES

Effective: (Date of publication)

This policy was published in June 1998 as part of the Staff and Administrative Handbook, sections of which were amended in March 2017. In March 2021 the sections of the handbook were separated into policies, with no substantive change in content.

RELATED MATERIALS

N/A