

TOPIC:
Salary and Payroll - Procedures

Policy Number:
AP3

Salaries

Salaries for Administrative Personnel shall be established by the President.

Payrolls and Deductions

Pay Periods. Administrative Personnel salaries shall be paid in 12 equal installments with the pay period falling on the fifteenth day of the month or the closest workday thereto.

Payroll. All full-time and regular part-time employees receive their payroll via Direct Deposit.

Required Deductions. Deductions from the paycheck include Federal Income Tax, State Income Tax, and Kansas Public Employees Retirement System, FICA, and Medicare.

Optional Deductions. Administrative Personnel desiring optional approved payroll deductions shall notify the Office of Human Resources in writing. Once authorized in writing, that deduction will be made equally among the remaining months of the contract.

Change Requests. Administrative Personnel may request changes in payroll deductions by filing the appropriate form or a written request with the Human Resources Department.

Non-Exempt Employee

Non-Exempt Employee refers to an employee who, because of the type of duties performed, the usual level of decision-making authority, and the level of compensation, are subject to all Fair Labor Standards Act (FLSA) provisions including the payment of overtime. Non-exempt employees are required to account for hours worked.

Workweek is defined as a period beginning at 12:00 a.m. on Saturday and ending at 11:59 p.m. on the following Friday.

Non-exempt employees shall record all hours worked on a daily basis utilizing the approved time card. Accrued paid leave shall also be recorded on the time card as though those hours were actually worked. Unpaid leave shall be recorded on the time card by the designation "unpaid leave". Non-exempt employees will not work overtime hours without the explicit approval of his/her immediate supervisor.

If a non-exempt employee is approved to work over 40 hours in a defined workweek, that employee will be paid according to the fluctuating workweek method set forth in the

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Fair Labor Standards Act regulations at 29 CFR 778.114. **In calculating the number of hours worked in any given workweek for overtime purposes, all leaves, paid and unpaid, are excluded from the calculation.** All other hours recorded (work hours and leave hours) in a defined workweek will be paid at his/her regular rate of pay.

However, a non-exempt employee approved to work over 40 hours in a defined workweek may take compensatory time off in lieu of overtime pay, provided that a written agreement to that effect is executed between the employee and his/her supervisor and a copy of the agreement is filed with the Office of Human Resources. Compensatory time off will be at the rate of 1.5 times the overtime hours actually worked and may be accrued to a total of 80 hours. The employee may take compensatory time off after consultation with his/her supervisor. Compensatory time off in lieu of overtime pay can only be used to meet, but not exceed, 40 hours in a defined workweek.

If the employment of a non-exempt employee is terminated, either voluntarily or involuntarily, that employee will be paid for all unused compensatory time at the regular hourly rate of the employee at the time of termination.

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